



AGENDA

Wednesday, November 03, 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

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|-------------|--|---|
| I. | Introductions
Approval of minutes: September 22, 2021 | 2 |
| II. | Action Items - None | |
| III. | Board Chair Report – Ara Aslanian | |
| IV. | Director’s Report – Judith Velasco
a) COVID-19 Updates
b) Verdugo Jobs Center Program Report
c) One-Stop Operator Report
d) Youth Provider Report
e) Labor Market Information Report | 5
10
12
13 |
| V. | Presentation: Forging Ahead – Board Bylaws to
Advance the VWDB Mission (Bylaws attached) | 17 |
| VI. | Other Business and Announcements
a) Verdugo School to Career Coalition
b) List of current WDB board of directors/contact information
c) 2022 full board meeting calendar | 29
30 |

Public Comments

Adjourn

Next Full Board Meeting: Wednesday, February 9, 2022

VERDUGO WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING MINUTES

9/22/2021

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

- MEMBERS PRESENT:** Denise Allevato, Ara Aslanian, Jim Darcey, Marisol Espinoza, Nick Hacopian, Mary Hamzoian, Steve Kaplan, Gavin Koon, Pamela Marcello, Stephanie O’Keefe, Nancy Osipo-Peera, Michael Ritterbrown, Veronica Romero, Julio Ruiz, Tamar Sadd, Teresa Sánchez, Terry Walker
- MEMBERS ABSENT:** Greg Astorian, Onnig Bulanikian, Lee Casady, Debbie Kukta, BJ McGuire
- COMMUNITY & OTHER AGENCY REPRESENTATIVES:** Susie Avetisyan and Darlene Galvan (City of Burbank), Melanie Bautista (Employment Development Department), Eliza Dzhanyan and Karine Grigoryan (Glendale Youth Alliance)
- STAFF PRESENT:** Judith Velasco, Diana Antonio, MaryAnn Pranke, Melissa Younesian
- CALL TO ORDER:** 8:34 am by Chair Ara Aslanian via WebEx

I. Introductions

- A. VWDB Chair Ara Aslanian welcomed the VWDB to the September meeting. He reminded the attendees that they will be muted during the meeting.
- B. Mr. Aslanian welcomed and introduced new board member Denise Allevato, Deputy Division Chief of Los Angeles/Costal Workforce Services Division of the Employment Development Department (EDD).
- C. Mr. Aslanian communicated the passing of Gerald Washington and offered condolences to his family and Verdugo Jobs Center (VJC) staff. Executive Director Judith Velasco added that Mr. Washington’s passing is a great loss to the VJC as a coworker and friend.

II. Minutes of June 2, 2021

- A. VWDB called the roll to confirm attendance. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Gavin Koon 2nd: Mary Hamzoian
Action: APPROVED

III. Action Items

- Mr. Aslanian reminded the board members that action items are reviewed prior to the board meeting and if members have questions, they can bring those action items forward for discussion.
 - a) Approval of the Verdugo Workforce Development Board Budget for Fiscal Year 2021-2022
 - 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
 - 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

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Workforce Innovation and Opportunity Act of 2014 and in accordance with the Joint Powers Agreement

- 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

MOTION FOR CONSENT ITEM A-D:

Motion: Jim Darcey

2nd: Marisol Espinoza

APPROVED

IV. Director's Report

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

1. Ms. Velasco facilitated the presentation that discussed the workforce trends in the Verdugo Region during the period of December 2019 through August 2021.
 - a. The unemployment rates peaked in Burbank and Glendale in May 2020 with rates over 20%.
 - i. The Verdugo Jobs Center's Rapid Response team identified the following number of businesses that laid off: Burbank-88, Glendale-85, and La Cañada Flintridge-4.
 - ii. The number of Unemployment Insurance (UI) claims peaked in May 2020 at 25,236 claims. This numbers includes the Pandemic Unemployment Assistance (PUA) claims. The number of claims has gradually declined since that time.
 - iii. The Verdugo Region suffered an overall average loss of 5.8% of its labor force.
 - b. Job seekers are experiencing some of the following challenges: end of PUA, loss of unemployment benefits for contract employees and gig workers, childcare limitations, and job loss due to vaccination mandates.
 - c. Businesses across the board are experiencing staffing shortages. For example, Bio Technicians and IT/Cybersecurity employees continue to be in demand. The VWDB and its partners are addressing this through the BioPharma project, which has experienced delays from our partners, but will be ready to launch the Biotechnology Technician Credential this fall.
 - d. The VWDB has engaged with the Verdugo Workforce Development Administration in addressing labor gaps.
 - i. Mr. Aslanian connected the VWDB to Secure The Village, a group dedicated to developing the workforce for Cybersecurity. A presentation on the VWDB services was conducted and the VWDB continues to stay involved with the group.
 - ii. The VWDB is working with Stephanie O'Keefe to develop a Transitional Jobs program for musicians who have been affected by layoffs.
 - e. The VWDB's Bylaws are being revised. Board members are encouraged to assist with the review and provide input. A task force will be formed for board members to assist with the revision of the bylaws and anyone interested should contact Ms. Velasco.
 - f. Although it was a difficult year, the VJC was able to secure \$1.2 million in emergency grants at the beginning of the pandemic. Of the \$1.2M, \$600,000 was expended on supportive services. A total of 702 adults were enrolled into VJC programs during Fiscal Year (FY) 2020 – 2021.
 - g. Despite its small size, the VWDB outperformed many other boards in Program Year 2019-2020, ranking in 7th place relative to the other 46 boards statewide for Adult enrollments and special populations.
 - h. Gavin Koon announced that IATSE is preparing for a potential strike.

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- B. Ms. Velasco shared that the marketing material that has been developed with Copy & Design will be presented at the next Executive board meeting.

V. Public Comments: None

VI. Other Businesses and Announcements

- A. The next VWDB Full Board meeting will be held on Wednesday, November 3rd.
- B. The Glendale Educational Foundation's 17th Annual State of the Schools Virtual Breakfast will occur on September 30th. Board members interested in attending need to contact Diana Antonio.
- C. The Burbank Employment Connection (BEC) is now being housed at the Burbank Public Library.

VII. Adjournment: 9:09 am