

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Workforce Development Board One-Stop Partnership Quarterly Meeting Agenda

Verdugo Jobs Center

Location: Burbank Adult School – Classroom G702
3811 W. Allan Ave, Burbank, CA 91505

December 5, 2018

- 9:30**
- 1 Welcome**
Approval of Minutes: September 26, 2018
 - 2 Presentations**
 - a) Burbank Adult School
 - b) Burbank Workforce Connection
 - c) Lori Kurdoghlian – Pathway to Services, Referral and Enrollment Directive
 - 3 AJCC Certification Results**
 - 4 Work Groups**
 - a) Quarterly Reporting Group
 - b) Communication & Branding Group
 - c) Customer Satisfaction Group
 - 5 New Business/Announcements**
Upcoming Events
 - 6 Meeting Calendar**
2018/19 calendar
 - 7 Public Comments**
- Adjourn**

Verdugo Workforce Development Board
One-Stop Partnership Quarterly Meeting
9/26/2018
9:30 a.m. to 11:30 a.m.

PARTNERS PRESENT: Lucy Alexanian (Burbank Adult School), Adriana Garcia and Marlene Kim (Burbank Workforce Connection), Nancy Peera (Department of Rehabilitation), Diana Giannone (Department of Social Services), Alfred Ramirez and Jan Swinton (Glendale Community College) Karine Grigoryan (Glendale Youth Alliance), Melissa Younesian and Rasheedah Scott (Verdugo Jobs Center)

One-Stop Operator: Angela Andikyan

VWDB STAFF PRESENT: Judith Velasco, MaryAnn Pranke, Diana Antonio, Lori Kurdoghlian

CALL TO ORDER: 9:42 a.m. at the Verdugo Jobs Center by Angela Andikyan

I. Introductions

- A. One-Stop Operator Angela Andikyan summarized the agenda and announced that Verdugo Workforce Development Board staff Mary Ann Pranke will facilitate a presentation on the VWDB's Local Plan.

II. Minutes of June 06, 2018

- A. Minutes unanimously approved as presented.

III. Verdugo Workforce Development Board: Local Plan "Expanding Integrated Co-Enrollment for Special Populations"

- A. MaryAnn Pranke announced that the VWDB is modifying its Local Plan, as well as participating in the modification of the Regional Plan, and will be hosting stakeholder and community forums at the Verdugo Jobs Center.
 - 1. The modification of the Local Plan is required every two years. Also, the State modified its plan and wants the Regional and Local areas to be in alignment.
 - a. The State wants to see how organizations are collaborating and engaging to assist the underserved populations.
 - b. The underserved populations the State will focus on include: Individuals with Disabilities, English Language Learners, CalFresh Recipients, Apprenticeships, Non-Custodial Parents, and the Re-entry Population.
 - i. At the local level, the VWDB will focus on Individuals with Disabilities, English Language Learners, CalFresh Recipients, and Non-Custodial Parents.
 - Diana Giannone shared that the Department of Public Social Services (DPSS) is looking at GROW and GAIN as a model to develop a working program with the CalFresh population to serve its current contractors.
- B. The best process to assist the underserved population is by using the Continuum of Care Model.
 - 1. The goal is to have strategic co-enrollment by having a single universal process utilizing a streamlined system to integrate and improve the customer experience.
 - 2. Partners discussed increasing staff development to better serve these populations.
- C. The Partners provided suggestions of the organizations that the VWDB can network with.

IV. Desk Reference Guide

- A. Ms. Andikyan disseminated the Desk Reference Guide to the Partners.

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1. The guide includes the referral process, common referral form, and contact templates for each agency.
 2. Partners expressed concern that some of the organizations provided general 1-800 contact numbers. Partners wish to establish a more intimate relationship with one another.
- B. Ms. Andikyan stressed that she can be reached if partner staff have difficulty reaching another partner agency. She emphasized that information in the guide is to be used internally only; it is not to be shared with clients/customers.

V. New Business/Announcements

- A. Ms. Andikyan announced that the next meeting will be held at the Burbank Adult School on Wednesday, December 5.
- B. Alfred Ramirez announced that the colleges are undergoing a change in guided college pathways. The plan is to help students explore options and research the steps they would need to take to reach their goal.
 1. Partners suggested that the school district leaders and VSTCC members be involved in the partner meetings as well.
- C. Karine Grigoryan announced that the Glendale Youth Alliance is currently enrolling 18-24 year old youth into work experience and are accepting applications for the current program year.

VI. Public Comments: None

Adjournment: 11:23 am