

Verdugo Workforce Development Board

Serving Burbank, Glendale, and La Cañada Flintridge

EXECUTIVE COMMITTEE AGENDA

Verdugo Jobs Center

July 09, 2019

Location: Victory Salon (2nd Floor)
1255 S. Central Ave, Glendale 91204

The meeting will begin promptly at 8:00 A.M.

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

- | | | | |
|------|----------|---|-----------|
| 8:00 | 1 | Introductions | |
| | | Approval of Minutes: May 14, 2019 and June 19, 2019 | 1 |
| 8:05 | 2 | Director's Report – <i>Deferred to Full Board Meeting</i> | |
| | | a) Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19 Budget Expenditures as of May 31, 2019 | 7 |
| | | b) Updates: | |
| | | • EDD Sublease Agreement | |
| | | • Local and Regional Activities | |
| | | • New Board Meeting Dates | |
| | | c) Program Report and Overview – Melissa Younesian | 9 |
| | | d) Grants & Initiatives – Mary Ann Pranke | 17 |
| 8:10 | 4 | Action Items | |
| | | a) Approval of Verdugo Workforce Development Board Fiscal Year 2019-2020 Budget | 19 |
| | | b) Approval of Allocation of \$406,526 to Glendale Youth Alliance to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for Fiscal Year 2019-2020 | 21 |
| | | c) Approval of Allocation of \$120,500 to the Burbank Workforce Connection to Provide Services in the City of Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2019-2020 | 23 |
| | | d) Approval of 2019-20 Slate of Officers for the Verdugo Workforce Development Board | 24 |
| 8:30 | 5 | Other Business and Announcements | |
| | | a) 2019 Executive Committee meeting calendar | 25 |

Public comments

Adjourn

Next Executive Committee Meeting: August 06, 2019 (Tentative)

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**

5/14/2019

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

MEMBERS PRESENT: Marisol Espinoza, Nick Hacopian, George Palazzo, Ara Aslanian, Gavin Koon, Jim Darcey, Cesar Valladares

MEMBERS ABSENT: Debbie Kukta

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

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

CALL TO ORDER: 8:03 am at the VJC by Chair Marisol Espinoza

I. Minutes of April 09, 2019 Meeting

A. Quorum confirmed for Executive Committee.

B. Minutes were approved as presented.

Motion: Gavin Koon 2nd: George Palazzo

Action: APPROVED

II. Director's Report

A. One-Stop Operator

1. Executive Director Judith Velasco provided an update on the One-Stop Operator Request for Proposal (RFP).
 - a. The Verdugo Workforce Development Board's (VWDB) current procured One-Stop Operator, Glendale Youth Alliance (GYA), coordinates partner interaction and services as outlined in the Memorandum of Understanding (MOU) between the VWDB and Local Partners. The Operator also as an evaluator in the Request for Qualifications (RFQ) process.
 - b. The initial RFP process only generated one proposal from GYA. Because they received a passing score, the Board agreed to approve a contract with them for one year to provide the Operator services. The Board requested that a new RFP be released to generate more proposals and ensure a competitive open bid as opposed to choosing the only bidder.
 - c. Two board members and an MOU Partner are assisting in the evaluation process of the three RFPs that have been received.

B. Board Recertification

1. Ms. Velasco provided an overview of the Board's Recertification application.
 - a. Under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Local Boards must submit a recertification application every two program years to ensure that WIOA membership requirements are met, performance accountability is met or exceeded and fiscal integrity is sustained.
 - i. This application is signed by the Chief Local Elected Official (CLEO).
 - b. Currently the Business, Education, and Economic Development categories are filled. One Labor representative seat is open and required to complete the category and meet the membership requirements.
 - i. Labor member Gavin Koon is actively searching to recruit a Labor representative.
 - c. The application also describes the numerous activities the VWDB has participated in at and led at the regional level.

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

- d. Mr. Koon recommended that the application should also highlight the partnerships that the VWDB has with the local elected officials as well.

C. Workforce Accelerator Update

1. Ms. Velasco announced that the VWDB is the recipient of Workforce Accelerator Funds (WAF).
2. VWDB staff MaryAnn Pranke summarized the efforts and partnerships that that VWDB has formed in the BioTech Industry.
 - a. To implement the deliverables of the grant, the VWDB established a Project Team that includes the Verdugo Jobs Center, Los Angeles Valley College (LAVC), and Biocom, in addition to Grifols Biologicals, Inc.. The team is developing an assessment instrument developed by business and an industry-valued credential. Other businesses assisting in the design of the assessment and credential are: Gilead, Prolacta, Tekada, Kite, Amgen and Neutrogena. The VWDB will serve as the central repository for the credentials and is working to partner with Glendale Community College for housing the credentials.
 - b. Executive Committee members suggested releasing information through a press release or other communication. They noted that this is a project that could potentially be adopted throughout the state.

III. Action Items

A. Approval of Acceptance of \$150,000 of Workforce Innovation and Opportunity Act, Workforce Accelerator Funds from the California Workforce Development Board to Implement a Regional Biotechnology Technician Industry-Valued Credential and Approval to Enter into Contract with Los Angeles Valley College for \$60,000 and allocate \$2,000 to the Verdugo Workforce Development Board Foundation

1. Los Angeles Valley College (LAVC) will be responsible for developing the assessment instrument, revising the instrument based on business feedback, piloting the assessment with graduates from the programs, and assisting with the tracking of students who have earned the credential.
2. In the grant, a small portion of the funds were allocated to the Foundation to handle the travel reimbursement for staff travel. Processing these expenses through the Foundation will facilitate reimbursement for those members that are not City of Glendale employees.

B. Approval of the Burbank Workforce Connection's Certification Required by the Workforce Innovation and Opportunity Act of 2014

1. The Hallmarks of Excellence Certification Report was disseminated to the attendees. The report confirms that the Burbank Workforce Connection (BWC) met the compliance requirement and is eligible for certification. Minor improvements were identified and a continuous improvement plan was developed to address these areas.
2. The BWC does not deliver all comprehensive services; subsequently, they receive funding to provide universal access services and rapid response services.
3. Based on the evaluation scores and improvement areas, the scope of work for the 2019-20 contact with BWC will be modified.
4. Cesar Valladares encouraged the board member to visit the BWC location.

C. Approval of Phase II Second Amendment to the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners

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

5/14/2019

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

1. Ms. Velasco stated that WIOA requires that MOUs are in place with partners. The purpose is to create a system for a common customer base. This MOU creates a formal process for the system.
 - a. Phase I solidified relationship with Partners. Phase II is how co-located partners can financially contribute to the infrastructure costs of the AJCC.
 2. Due to a substantial increase in the facility leasing cost, the infrastructure costs need to be amended.
 - i. A change log listing the modifications to the Phase II MOU was disseminated to the attendees.
- D. Approval of the Verdugo Workforce Development Board’s Recertification Application for the Period of July 1, 2019 - June 30, 2021 to the California Workforce Development Board and the Employment Development Department**
1. Ms. Velasco stated that the unsigned application is due May 31st and that the signed version is due on June 30th.
 - a. If the Labor seat is filled before June 30th, then the current application will be modified to reflect this.
- E. Approval to Amend Strong Workforce Program Contract with Glendale Community College and Amend Contract with Sol Central, LLC to Extend End Dates to June 30, 2020**
1. Ms. Velasco clarified that the contract amounts remain the same, the only amendment is the contract end dates will be updated to June 30, 2020.
- F. Approval of the Verdugo Workforce Development Board Preliminary Budget for Program Year 2019-2020**
1. Ms. Velasco clarified that the State has only provided preliminary funding levels. Once the final numbers are received, the funding for VWDB may be adjusted.
 - a. Preliminary amounts for Adult, Youth, and Dislocated Workers (DW) have been received, but none for Rapid Response and Lay off Aversion.

MOTION FOR CONSENT ITEMS: A – F

Motion: Gavin Koon **2nd:** Jim Darcey

APPROVED

IV. Other Businesses and Announcements

- A. Ms. Velasco announced that the VWDB is the recipient of two new grants, one of which is the Disability Employment Accelerator (DEA) 5 grant.
- B. VJC Manager Melissa Younesian announced that Case Manger Rasheedah Scott and she will be presenting at the WorkCon Conference this week in Orange County on the Regional Immediate Intervention Services for Employment (RIISE) program that is funded through Measure H.
- C. A special Executive Committee meeting will be held on Wednesday, June 19th at 12:00 pm; lunch will be provided.

V. Public Comments: None

VI. Adjournment: 9:15 am

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

6/19/2019

12:00 p.m. to 12:30 p.m.

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

MEMBERS ABSENT: George Palazzo, Cesar Valladares

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

STAFF PRESENT: Judith Velasco, Melissa Younesian, Diana Antonio

CALL TO ORDER: 12:01 pm at the VJC by Chair Marisol Espinoza

I. Introductions

- A. VWDB Chair Marisol Espinoza thanked the Executive Committee for attending the special meeting.

II. Action Items

Executive Director Judith Velasco provided an overview of the action items to the Executive Committee:

A. Approval to Award Workforce Innovation and Opportunity Act (WIOA) Funding for One-Stop Operator to Glendale Youth Alliance and to Enter into Contractual Agreement for Fiscal Year 2019-2020 for \$50,000 and to Add The Praxis Group and JVS SoCal to the Qualified Vendors List

1. Ms. Velasco summarized the Request for Proposals (RFP) process for the One-Stop Operator.
 - a. Two VWDB board members and one WIOA MOU partner participated in the evaluation of three proposals that were received.
2. Ms. Velasco reported that a more robust Scope of Work (SOW) for the One-Stop Operator was developed. A description of the SOW was disseminated to the attendees.
3. Ms. Velasco clarified that the contract is for one year with the option to renew on an annual basis through June 30, 2023. Adding The Praxis Group and JVS SoCal to the Qualified Vendor List (QVL), prepares the VWDB for a qualified vendor to be designated should any change occur due to unforeseen circumstances.

B. Approval of Acceptance of \$350,000 Workforce Innovation and Opportunity Act Disability Employment Accelerator Grant Funds from the State of California Employment Development Department to Provide Employment Services for People with Disabilities

1. Ms. Velasco reported that the funding will be utilized to continue the support of the Verdugo CNC Machinist Academy, which is designed for adults with Autism Spectrum Disorders (ASD).

C. Approval of Acceptance of \$100,000 of Workforce Innovation and Opportunity Act English Language Learner (ELL) Co-Enrollment Pilot Grant Funds from the State of California Employment Development Department to Provide Technical Assistance on Strategic Co-Enrollments

1. Ms. Velasco announced that the VWDB is recognized throughout the state for its strategic co-enrollment system. The VWDB will provide technical assistance for the ELL Co-Enrollment Pilot Project.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES
6/19/2019
12:00 p.m. to 12:30 p.m.**

- D. Approval of Acceptance of \$405,000 from Los Angeles County for Youth Employment Services and to Award \$364,680 to Glendale Youth Alliance (GYA) to Provide Services for the Fiscal Year 2019-2020**
1. Ms. Velasco clarified that the summer youth employment program is known as the Los Angeles County Youth@Work Program, formerly known as the Los Angeles County Youth Jobs (LACYJ) Program. As the VWDB's procured Youth Provider, GYA will serve approximately 160 youth between the ages of 14-24.
- E. Approval of Acceptance of \$100,000 from Los Angeles County to Provide Employment Services in Program Year 2019 – 2020 to Individuals Who are Homeless and Enter into Contract with the Foundation for California Community Colleges and Glendale Youth Alliance**
1. Ms. Velasco announced that this is the third year that the VWDB receives Measure H funding to fund the Regional Immediate Intervention Service to Employment (RIISE) project.
 - a. Ms. Velasco added that there is a need for a social worker to be onsite at the Verdugo Jobs Center (VJC) to provide mental health services to the RIISE participants, Veterans, and other clients. Funding will also cover cost of the social worker for the participants who are homeless.
- F. Approval of Recommendation of the Labor Nominating Committee to the Los Angeles County Federation of Labor and Arroyo Verdugo Communities Joint Powers Authority Governing Board for Appointment of Mr. Steve Kaplan to the Verdugo Workforce Development Board as Constituted Under the Workforce Innovation and Opportunity Act**
1. Ms. Velasco reported that Mr. Steve Kaplan, who has previously served as a board member, will return to the VWDB to fill the vacant labor seat. Once the Los Angeles County Federation of Labor approves the nomination, its recommendation will be submitted to the Arroyo Verdugo Communities Joint Powers Authority Governing Board for Appointment to the Board.

MOTION FOR CONSENT ITEMS: A – F

Motion: Debbie Kutka **2nd:** Ara Aslanian

APPROVED

III. Other Businesses and Announcements

- A. Ms. Velasco informed the Executive Committee that the VWDB is one of 12 local boards that received approval for its Local Plan Modification. There are 45 boards in the state; however, only 12 received full approval for their Modification.
- B. Board member Gavin Koon asked if the VWDB is researching any other homeless projects.
 1. Ms. Velasco stated that the VWDB will look at other work based models.

IV. Public Comments: None

V. Adjournment: 12:34 pm