

# Verdugo Workforce Development Board

Serving Burbank, Glendale, and La Cañada Flintridge

## AGENDA

### Verdugo Jobs Center

Location: Suites A, B, C  
1255 S. Central Ave, Glendale 91204

July 09, 2019

The meeting will begin promptly at 8:30 A.M.

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

- |      |    |   |    |
|------|----|---|----|
| 8:30 | 1  | <b>Introductions</b>  |    |
|      |    | Approval of Minutes – April 09, 2019  | 1  |
| 8:40 |    | <b>Consent Items</b>  |    |
|      | a) | <b>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</b> | 5  |
|      | b) | <b>Approval of the Burbank Workforce Connection’s Certification Required by the Workforce Innovation and Opportunity Act of 2014</b>  | 7  |
|      | c) | <b>Approval of Phase II Second Amendment to the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners</b>  | 9  |
|      | d) | <b>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</b>   | 11 |
|      | e) | <b>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</b>  | 13 |
|      | f) | <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</b>  | 15 |

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.***

g)	Approval of Acceptance of \$100,000 of Workforce Innovation and Opportunity Act English Language Learner Co-Enrollment Pilot Grant Funds from the State of California Employment Development Department to Provide Technical Assistance on Strategic Co-Enrollments	17
h)	Approval of Acceptance of \$405,000 from Los Angeles County for Youth Employment Services and to Award \$364,680 to Glendale Youth Alliance to Provide Services for Program Year 2019-2020	18
i)	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	19
j)	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	21
k)	Approval to Award Workforce Innovation and Opportunity Act Funding for One-Stop Operator to Glendale Youth Alliance and to Enter into Contractual Agreement for Program Year 2019-2020 for \$50,000 and to Add The Praxis Group and JVS SoCal to the Qualified Vendors List	27
l)	Approval of Verdugo Workforce Development Board Budget for PY 2019-2020	29
m)	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	31
n)	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	33
o)	Approval of 2019-20 Slate of Officers for the Verdugo Workforce Development Board	34

9:00      **Board Chair Report** – Marisol Espinoza

9:10      **Director’s Report**

a)	Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19 Budget Expenditures as of May 31, 2019	35
b)	Workforce Innovation and Opportunity (WIOA) Update: <ul style="list-style-type: none"> <li>• EDD Sublease Agreement</li> </ul>	

- Local and Regional Activities
- New Board Meeting Dates

c) Program Report – Melissa Younesian	37
d) Youth Provider Report – Eliza Dzhaneryan	45
e) One-Stop Operator Report – Eliza Dzhaneryan	46
f) Labor Market Report – MaryAnn Pranke	47
g) Grants & Initiatives– Mary Ann Pranke	51

9:20

**Presentation**

**“A Year in Reflection: Workforce Accomplishments in Program Year 2018-19”**

By Judith Velasco, *Executive Director*

9:35

**Legislative Updates**

9:45

**Committee Reports**

a) Verdugo School-to-Career Coalition – Chris Lenz

9:55

**Other Business and Announcements**

a) List of current WDB board of directors/contact information **53**

b) 2019 WDB meeting calendar **54**

**Public comments**

**Adjourn**

**Next Meeting: Date in October TBD**

**VERDUGO WORKFORCE DEVELOPMENT BOARD**

**FULL BOARD MEETING MINUTES**

**4/9/2019**

**8:30 a.m. to 10:00 a.m.**

- MEMBERS PRESENT:** Ara Aslanian, Greg Astorian, Onnig Bulanikian, Lucy Burgdorf, Lee Casady, Jim Darcey, Marisol Espinoza, Nick Hacopian, Gavin Koon, Debbie Kukta, Chris Lenz, BJ McGuire, Michael Ritterbrown, Veronica Romero, Darlene Sanchez, Cesar Valladares, Terry Walker
- MEMBERS ABSENT:** John Acosta, Tom Flavin, Mary Hamzoian, Nancy Osipo-Peera, George Palazzo, Julio Ruiz,
- COMMUNITY & OTHER AGENCY REPRESENTATIVES:** Eliza Dzhanyan and Karine Grigoryan (Glendale Youth Alliance), Nona Yegiazaryan (Employment Development Department), Dominick Correy, (State Senator Portantino's Office), Adriana Garcia (Burbank Workforce Connection), Teresa Sánchez (AFSCME District Council 36)
- STAFF PRESENT:** Judith Velasco, MaryAnn Pranke, Joylene Wagner, Melissa Younesian, Diana Antonio
- CALL TO ORDER:** 8:34 am by Chair Marisol Espinoza

**I. Minutes of October 9, 2018, January 09, 2019 and January 22, 2019**

- A. Quorum Confirmed.
- B. Minutes presented and reviewed. **MOTION:** Gavin Koon **2<sup>nd</sup>:** Debbie Kukta  
Action: APPROVED

**II. Introductions**

- A. VWDB Chair Marisol Espinoza introduced Teresa Sánchez from the American Federation of State County and Municipal Employees (AFSCME) District Council 36 as a nominated board member.

**III. Action Items**

- Executive Director Judith reviewed the slate of consent items as follows:
- A. **Approval of Acceptance of \$300,000 of Workforce Innovation Opportunity Act Funds from the California Workforce Development Board to Implement a Regional Co-Enrollment System and Approval to Enter into Contract with Each of the Six Remaining Workforce Development Boards in the Los Angeles Basin Regional Planning Unit for a Total Amount Not to Exceed \$60,000**
1. The funds from this Slingshot 2.0 Regional Plan Implementation Grant will be utilized to implement a regional co-enrollment system. The participating workforce boards will be allocated \$10,000 each for their participation.
    - a. The program is to streamline a universal process throughout the Los Angeles Basin that facilitates access to services for individuals with intellectual or developmental disabilities, in alignment with the Los Angeles Basin Regional Plan, which promotes regional collaboration for serving special populations.
- B. **Approval to Enter into Contract with Copy and Design to Develop the Los Angeles Basin Regional Planning Unit's Communication Platform, for an Amount Not to Exceed \$57,500**

**VERDUGO WORKFORCE DEVELOPMENT BOARD**

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**8:30 a.m. to 10:00 a.m.**

1. Copy and Design was recommended by a Selection Committee composed of four evaluators representing different Workforce Development Boards in the Los Angeles Basin Regional Planning Unit (LABRPU).
  - a. Copy and Design will establish focus groups to develop a systematic approach to implement a communication platform which may include a website and social media, depending on the identified needs.
  
- C. Approval to Enter into Contract with Sol Central, LLC to Provide Business Engagement Services that Result in Job Placements for Students in the Strong Workforce Program Career Education**
  1. Entering into contract with Sol Central LLC, in an amount not to exceed \$14,999, will assist the VWDB in meeting its contractual obligations and performance measures for its Strong Workforce Program (SWP) contract, as well as increasing opportunities for the employment of SWP students.
    - a. Sol Central LLC has history working with Glendale Community College (GCC) and manufacturing companies.
  2. Michael Ritterbrown clarified that the SWP is a state of California funded program. The funding to develop new programs and further develop current career technical programs.
  
- D. Approval to Authorize the Release of a Request for Proposals (RFP) for One-Stop Operator**
  1. Ms. Velasco announced that board members are needed to participate in the RFP process as evaluators. Diana will send out a timeline with anticipated hours that will be needed to dedicate to the evaluation process. Interested members can then respond with their commitment to assist in this procurement process.
  
- E. Approval of Preliminary Allocation of \$120,500 to the Burbank Workforce Connection to Provide Services as the Verdugo Jobs Center Satellite for Program Year (PY) 2019-2020**
  1. Compared to PY 2018-2019, the amount allocated to Burbank Workforce Connection (BWC) has increased by \$5,000.
    - a. BWC assists the Burbank Community and assists with Rapid Response in the area, as well as leading a signature annual veteran's job fair.
  
- F. Approval of Preliminary Allocation of \$411,876 to Glendale Youth Alliance to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for PY 2019-2020**
  1. A challenge Glendale Youth Alliance (GYA) has encountered is finding youth that have and are willing to provide proof of low income; however, this has not impeded their ability to meet their performance measures. They exceeded their enrollment numbers and continue to hold excellent performance over the years
    - a. A discussion was held on where to find the qualified youth and how to increase the income requirement. Members noted, however, that even if they found more low income youth, the budget does not change and GYA may not be able to serve them since they already exceed the number they enroll with the current budget.
  
- G. Approval of Acceptance of \$500,000 in Adult Education Program Grant Funds from Glendale Community College to Assist the Glendale Community College District Regional Consortium in Implementing Adult Education and Workforce Development Services for**

**VERDUGO WORKFORCE DEVELOPMENT BOARD**  
**FULL BOARD MEETING MINUTES**  
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**PY 2019-2020 and Approval to Enter into Contract with Glendale Youth Alliance, Jesse Holm, and Glendale Library Arts & Culture**

1. On an annual basis the VWDB receives Adult Education funds to assist in implementing adult education and workforce development services. Entering into contractual agreements will allow the VWDB to meet its contractual deliverables for grant administration.
  - a. Under a contract not to exceed \$20,000, Glendale Youth Alliance (GYA) will provide work experience services for students with disabilities. Under a contract not to exceed \$49,000, Jesse Holm will provide consulting services for Workforce Development Program Design for adult education as well as provide instruction and support to programs. Under a contract not to exceed \$20,000, the Glendale Library Arts & Culture will provide Digital Literacy to English Language Learners in modular format.

**H. Approval to Accept the Summer Training and Employment Program for Students Funds 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 PY 2018-2019 and PY 2019-2020**

1. The Summer Training and Employment Program for Students (STEPS) does not have an income requirement.
2. A grant requirement is entering into contract with the Foundation for California Community Colleges (FCCC) to provide payroll services and serve as the employer on record. Approximately \$278,400 will be given to FCCC. Under a contract amount not to exceed \$13,600, the Professional Develop Center (PDC) will provide soft skills training. GYA will administer the work experience component of the program and receive \$88,000 for staffing and operational expenses.

**I. Approval to Award Funding to the American Federation of Musicians Local 47 to Continue Implementation of Mentorship Program for Students during the 2019 Summer**

1. The VWDB will enter into contract, not to exceed \$10,000, with the American Federation of Musicians (AFM) Local 47 to provide career exploration and mentorship services in the Digital Media industry sector to students from the Burbank, Glendale, and La Cañada Flintridge Unified School Districts, as well as Glendale Community College.

**J. 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 Ms. Teresa Sánchez to the Verdugo Workforce Development Board as Constituted Under the Workforce Innovation and Opportunity Act**

1. Ms. Sánchez is a Business Representative of American Federation of State County and Municipal Employees (AFSCME) District Council 36. Ms. Sánchez played a lead role for the City of Los Angeles's Targeted Local Hire Program.

**K. Approval of the Verdugo Workforce Development Board Local Workforce Development Plan Modification for 2019 and the Los Angeles Basin Regional Planning Unit Workforce Development Plan Modification for 2019 and their Submission to the California Workforce Development Board and the State of California Employment Development Department**

1. The Local Plan and the Regional Plan narrative were disseminated to the attendees.

**VERDUGO WORKFORCE DEVELOPMENT BOARD**  
**FULL BOARD MEETING MINUTES**  
**4/9/2019**  
**8:30 a.m. to 10:00 a.m.**

**MOTION FOR CONSENT ITEMS:**            **1st:** Nick Hacopian   **2nd:** Lucy Burghdorf

**APPROVED**

**IV. Director's Report**

**A. RFP Operator – Need Raters**

1. Ms. Velasco reiterated that evaluators are needed for the One-Stop Operator RFP. An email will be sent out to the board members on the time commitment required.

**B. NAWB Workforce Conference**

1. Ms. Velasco shared that Chair Marisol Espinoza and Vice Chair Ara Aslanian attended the NAWB conference Washington D.C. They met with Congressman Adam Schiff and Senator Dianne Feinstein's offices.

**C. Verdugo CNC Academy Graduation and Open House**

1. The Verdugo CNC Academy, formerly known as the Uniquely Abled Academy, celebrated its graduation with its biggest class yet of 15 students. Ms. Velasco thanked the elected officials that provided certificates for the students.

**V. Other Businesses and Announcements**

- A. The next Verdugo School to Career Coalition (VSTCC) meeting is scheduled for Wednesday, April 17<sup>th</sup> and will be held at the Verdugo Jobs Center.
- B. Ms. Velasco announced that the VWDB recently received notification that it will be awarded \$150,000 for Biotechnology project.
  1. Debbie Kukta complemented staff for actively seeking and applying for grants.
- C. Ms. Espinoza will be honored at the YWCA's Legacy Luncheon; details will be emailed to the board.
- D. Ms. Velasco announced that seats will be purchased for the Burbank Chamber of Commerce's Economic Summit; interested board members need to email Diana Antonio to RSVP.

**VI. Public Comments:** None

**VII. Adjournment:** 9:39 am