

# 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: Room B & C

1255 S. Central Ave, Glendale 91204

**September 10, 2019**

**9:30 Welcome**

Approval of Minutes – May 1, 2019

**Updated Phase II Second Amendment of Memorandum of Understanding**  
Annual process – Next review in March 2020

### **Presentations**

- Department of Rehabilitation – Nancy Osipo-Peera

### **AJCC Certification Continuous Improvement Plan**

Customer Satisfaction survey finalize

Partner Catalog - Draft Review

Start working on Business Service Strategies

**Quarterly Meeting Calendar for 2019-20 Program Year – first Tuesday of the month (except for September)**

- September 10, 2019
- December 3, 2019
- March 3, 2020
- June 2, 2020

**Monthly Leadership Meetings – the second Tuesday of the month**

Starting October 8, 2019

**New Business Accouchements**

Upcoming events

**Public Comments**

**Adjourn**

**VERDUGO WORKFORCE DEVELOPMENT BOARD**

**One-Stop Partnership Meeting**

**5/1/2019**

**9:30 a.m. to 10:00 a.m.**

**MEMBERS PRESENT:** Emilio Urioste (Burbank Adult School), Adriana Garcia (Burbank Workforce Connection), Dianna Giannone (Department of Public Social Services), Cesar Valladares, Nona Yegiazaryan, Sory Hinton-Jordan (Employment Development Department), Alfred Ramirez, Freddy Saucedo (Glendale Community College) Karine Grigoryan (Glendale Youth Alliance), Tam Granflor (Unemployment Insurance), Melissa Younesian (Verdugo Jobs Center)

**One-Stop Operator:** Eliza Dzhanyan

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

**CALL TO ORDER:** 9:35 am at the VJC by One-Stop Operator Eliza Dzhanyan

**I. Minutes of March 06, 2019**

A. Minutes approved as corrected.

1. **Motion:** Karine Grigoryan                      **Second:** Emilio Urioste

**II. Presentation by Karine Grigoryan – Glendale Youth Alliance**

- A. Glendale Youth Alliance (GYA) Executive Director Karine Grigoryan provided an overview on the programs and services that GYA offers to youth between the ages of 14-24.
1. GYA target youth with barriers, such as foster youth and low-income youth.
- B. Ms. Grigoryan announced that GYA has been awarded the Summer Training and Employment Program for Students (STEPS) grant and are currently accepting applications.

**III. AJCC Partner MOU Phase II**

- A. VWDB Executive Director Judith Velasco thanked the partners for attending the meeting. The meeting was rescheduled earlier to be able to complete and submit the final and signed Phase II Second Amendment to Memorandum of Understanding by the deadline of June 30, 2019 to the state.
- B. The following items were disseminated to the attendees: the Workforce Services Draft Directive *WIOA Memorandums of Understanding* (WSDD-197), the 2017 Amended and Restated MOU Establishing the Local One-Stop Delivery System and Local Partnership for the America's Job Centers of California (AJCC) of the Verdugo Local Area, a draft copy of the Phase II Second Amendment to Memorandum of Understanding (MOU) Between the Verdugo Workforce Development Board (VWDB) and Local Partners, and a change log listing the changes in MOU Phase II as of April 30, 2019.
1. Ms. Dzhanyan summarized the draft directive and the amendments that need will be made, as well as providing a timeline of when the Second Amendment to MOU Phase II will need to be executed. Ms. Velasco announced that the finalized directive, Workforce Services Directive *WIOA Memorandums of Understanding* (WSD18-12) was received that morning.

## **VERDUGO WORKFORCE DEVELOPMENT BOARD**

### **One-Stop Partnership Meeting**

**5/1/2019**

**9:30 a.m. to 10:00 a.m.**

- a. Per the directive, the MOU needs to be reviewed annually, if there have been significant changes to the Infrastructure Funding Agreements (IFA) and Other System Costs Budget, then the MOU needs to be amended.
  - i. VWDB Executive Director Judith Velasco explained that due to the increase in the AJCC's monthly rent, the MOU Phase II needs to be amended.
- C. Ms. Dzhanyan requested that all the partners submit their costs for their service delivery by Friday, May 3<sup>rd</sup>.
- D. Further Discussion:
  1. Ms. Velasco clarified that legally the Phase I and Phase II MOUs are one complete document. The Phase II MOU solely lists infrastructure cost; it is an extension of Phase I. Due to the content being different for each document, signatures were previously requested for each of these documents. The Phase II MOU will be amended and titled "Phase II Second Amendment to Memorandum of Understanding." This second amendment requires approval signature form all partners by or before June 15, 2019; three hard copies of the signature page with wet signatures need to be submitted. A cover sheet will be created with a summarized history and explanation of the MOU.
    - a. The partners requested researching the possibility of merging the two documents.
  2. Ms. Dzhanyan reviewed the infrastructure costs for the Verdugo Jobs Center (VJC) for the 2019-2020 program year. The current partners that pay into the infrastructure cost are: VJC, GYA, Employment Development Department (EDD), Glendale Community College (GCC), and Department of Rehabilitation (DOR). An additional item that has been added in to this second amended Phase II MOU is the cost of janitorial salaries.
    - a. Cesar Valladares and Nona Yegiazaryan requested that a footnote be added explaining the security agreement with EDD.
    - b. Mr. Urioste noted that a large portion of the cost is rent. He suggested looking at the building that was once occupied by KMART in Burbank.

#### **IV. Other Businesses and Announcements**

- A. Ms. Dzhanyan announced the dates of the future One-Stop Partner meetings: September 4 and December 4, 2019. The partners suggested that the September 4 meeting be rescheduled for the following week on September 11.
- B. Ms. Velasco announced that the VWDB has received funding to support professional development. If the partners have any training recommendations, they can forward the information to Ms. Velasco.
- C. Ms. Dzhanyan informed the partners that any information regarding activities or events that they may want to share, can be forwarded to her so she can forward it to the others.

#### **V. Public Comments: None**

#### **VI. Adjournment: 11:11 am**