

# Meeting at-a-Glance

The following is a brief summary of key items on the upcoming Verdugo Workforce Development Board (VWDB) agenda:

## **BOARD ACTION ITEMS**

Any board member may pull an item from the agenda for discussion prior to a vote. Please review all board items before the meeting.

Categories of action items to be approved:

- Sole Source Authorization: 1
- Contract Award: 2
- Board Membership: 1
- Memorandum of Understanding: 1
- Lease Amendment: 1

Total number of action items to be approved: 6

## **KEY INFORMATION BEING PRESENTED**

- Chair Nick Hacopian will provide an overview of the agenda and highlight main points of the Executive Committee meetings.
- Executive Director Judith Velasco will provide key updates; board members can pull any informational reports for discussion.

**AGENDA**  
**Wednesday, February 11, 2026**  
**9:30 am – 10:30 am**

**Meeting Location:**  
**Verdugo Jobs Center**  
1255 S Central Ave  
Glendale, CA 91204  
Rooms: A, B, and C

**VWDB meetings are open to the public. Any member of the public who wishes to make public comment must contact Diana Montecino at least 48 hours before the meeting.**

The meeting will begin promptly at 9:30 A.M.

RSVP to: Diana Montecino @ (818) 937-8081, [dmontecino@glendaleca.gov](mailto:dmontecino@glendaleca.gov)

**I. Introductions**

Approval of Minutes: September 24, 2025 **4**

**II. Action Items**

a) Approval of the sole source authorization for consultant services for David K. Shinder for BioPharma III Grant for the period of December 1, 2025 through June 30, 2026 with the option of an extension through November 30, 2028 **6**

b) Approval to enter into contract with David K. Shinder for the period of December 1, 2025 through June 30, 2026 in an amount not to exceed \$20,000 to provide consultant services for BioPharma III Grant **8**

c) Approval to enter into contract with Biocom Institute California in an amount not to exceed \$10,000 in Workforce Innovation and Opportunity Act funds to provide career exploration and professional fellowships to eligible participants interested in Life Science careers for the period of January 1, 2026 to June 30, 2026 **9**

d) Approval of the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners **11**

e) Approval to use Workforce Innovation and Opportunity Act (WIOA) funds for rental payments as specified in the lease amendment between the City of Glendale and the property owner, Babak B. Golbahar for the Verdugo Jobs Center facility located at 1255 South Central Avenue, Glendale, CA 91204 for an 18-month period, April 1, 2026 to September 30, 2027 **12**

- f) Approval of the recommendation for John Acosta to be appointed to the Verdugo Workforce Development Board, in compliance with State and Federal requirements under the Workforce Innovation and Opportunity Act of 2014 **14**

**III. Director’s Report and Presentation**

- a) Federal Updates **17**
- b) Verdugo Jobs Center Program Report **21**
- c) Youth Provider Report **23**
- d) 2025-2026 Financial Report **25**
- e) Labor Market Information Report **28**
- f) Grants Matrix **28**

**V. Other Business and Announcements**

- a) List of current WDB board of directors/contact information **29**
- b) 2026 Full Board Meeting Calendar **30**
- c) Form 700

**Public comments**

**Adjourn**

**Next Full Board Meeting:** April 22, 2026 at Glendale Community College

**VERDUGO WORKFORCE DEVELOPMENT BOARD  
FULL BOARD MEETING MINUTES**

**9/24/2025**

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

**MEMBERS PRESENT:** Luiza Balyan, Jose Barba, Alexis Carter, Marisol Espinoza, Nick Hacopian, Mary Hamzoian, Jamie Keyser, Debbie Kukta, Pamela Marcello, Stephanie O’Keefe, Michael Ritterbrown, Veronica Romero, Soua Vang

**MEMBERS ABSENT:** Ara Aslanian, Sonya Kay Blake, Vicki Brannock, Onnig Bulanikian, Steve Kaplan, Caroline Lett, Iskra Martinez, Kathy McIntyre, Nicole Miller, Terry Walker

**COMMUNITY &  
OTHER AGENCY  
REPRESENTATIVES:** Abram Del Toro, Karine Grigoryan, Jesse Maldonado

**STAFF PRESENT:** Diana Montecino, MaryAnn Pranke Judith Velasco, Melissa Younesian

**CALL TO ORDER:** 9:35 am by Chair Nick Hacopian

**I. Introductions**

- A. Chair Nick Hacopian welcomed the attendees and introduced Abram del Toro, a Verdugo Jobs Center (VJC) client who completed training to share his story.
  - 1. Executive Director Judith Velasco mentioned that Mr. Del Toro was enrolled in the Prison to Employment (P2E) grant program and worked with VJC Case Manager Tina Hartyon to complete the Truck Driver course and received his certification.
  - 2. The board congratulated the client for his achievements.

**II. Minutes of June 25, 2025**

- A. Minutes presented and reviewed. **MOTION:** Marisol Espinoza 2<sup>nd</sup>: Alexis Carter  
Corrections: Veronica Romero was present at the June 25, 2025 meeting and mistakenly marked as absent, and Jamie Keyser was mistakenly excluded from the list of members present.  
Action: APPROVED

**III. Action Items**

- A. Approval to accept funding from Glendale Community College in the amount of \$500,000 to implement the California Adult Education Program and enter into contract with Bloom Strategic Solutions LLC, Armenian Relief Society, RxResearch, and Professional Development Trainers for the period of July 1, 2025 through June 30, 2026
- B. Approval to accept funding from the Los Angeles County Department of Economic Opportunity in the amount of \$353,100 for the Youth@Work program and to enter into contract with Glendale Youth Alliance in an amount of \$326,618 to provide Youth Services for the period of July 1, 2025 through June 30, 2026
- C. Approval to enter into contract with Foundation for California Community Colleges for Fiscal Year 2025-2026 in an amount not to exceed \$50,000 to support paid Work Based Learning opportunities for workforce

**VERDUGO WORKFORCE DEVELOPMENT BOARD**  
**FULL BOARD MEETING MINUTES**  
**9/24/2025**  
**9:30 a.m. to 10:30 a.m.**

**IV. Director's Report**

- A. Executive Director Judith Velasco presented federal updates related to the Workforce Innovation and Opportunity Act.
  - 1. A Government Shut Down is expected to occur on October 1<sup>st</sup>. The VWDB and VJC are committed to avoiding any disruption to clients currently in training.
    - a. Jose Barba asked what it would look like not to have the workforce system in place.
      - i. There would be no employment centers, the AJCC system would not exist.
- B. The California Workforce Development Board (CWDB) is visiting the VWDB next week on Thursday, October 2. The CWDB Executive Director Kaina Pereira and state board representatives/staff will be present.
  - 1. The CWDB is interested in business led projects, apprenticeship models, and collaboration with community colleges.
  - 2. The Executive Committee, as well as BioTC and Early Childhood partners will be present. A tour will be conducted at the Glendale Community College.
- C. Board member discussion:
  - 1. Stephanie O'Keefe asked if other WDBs involve themselves with justice involved programs.
    - a. Ms. Velasco responded that the current grant P2E grant is in partnership with the South Bay Workforce Investment Board (SBWIB).
  - 2. Soua Vang mentioned that businesses are not capitalizing on On-the-Job Training (OJT), in which employers can be reimbursed up to 50% in wage expenses.
    - i. VJC Manager Melissa Younesian provided an overview of the OJT requirements. The team will also be looking at updating the marketing material.
- D. Ms. Velasco requested the following from board members: referrals to potential labor board members, participation at the upcoming board retreat, and information on how reduced federal funds are impacting the members' respective industries.

**V. Other Business and Announcements**

- A. The next VWDB Retreat will be held at Warner Bros. Studio in Burbank on Wednesday, November 19, 2025 at 8:30 am.

**II. Public Comments:** None

**III. Adjournment:** 10:31 am



**Executive Committee Meeting Date: Wednesday, December 3, 2025**  
**VWDB Meeting Date: Wednesday, February 11, 2026**

**RECOMMENDED MOTION**

**It is recommended that the Verdugo Workforce Development Board take the following action:**

**Approval of the sole source authorization for consultant services for David K. Shinder for BioPharma III Grant for the period of December 1, 2025 through June 30, 2026 with the option of an extension through November 30, 2028**

**Type of Motion: Sole Source Funding Authorization**

**OVERVIEW:**

The VWDB relies on sole source procurement as a last resort in accordance with the WIOA and United States Code of Federal Regulations (CFR). There are specific circumstances in which noncompetitive procurement can be used [Workforce Services Directive (WSD) 17-08; 2 Code of Federal Regulations (CFR) 200.320(c)] and remain in compliance with state and federal regulations. The two specific circumstances that justifies this sole source procurement for David K. Shinder under the BioPharma III grant that allow a contract to be awarded are: 1) The item is available only from a single source; and 2) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation. Both these justifications are described in detail below:

**(1) The item is available only from a single source:**

Following careful research and technical assistance received from the VWDB's assigned EDD Regional Advisor, it was determined that the consultant, Mr. Shinder, possesses unique qualifications that justify sole source procurement. Mr. Shinder is widely recognized for his workforce expertise and has been hired by several workforce boards throughout the state, including the Los Angeles Basin Regional Planning Unit (LABRPU) to develop two Regional Workforce Development Plans and their subsequent Modifications. Mr. Shinder is not only considered an expert in workforce and the WIOA legislation but has also gained knowledge and experience of VWDB and the BioTC Collaborative, having conducted strategic planning sessions for both as a micro-purchase (less than \$5,000), which did not require procurement in 2024 and 2025. The knowledge gained by working with the VWDB, including the BioTC Collaborative and the credentialing process, makes Mr. Shinder uniquely qualified as a single source provider. Contracting with a different consultant would require staff to train the consultant to bring them up to a level of knowledge of the entire BioTC Collaborative, its mission, and the process for credentialing that Mr. Shinder has already attained.

**(2) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation:**

The federal government shut down which began on October 1, 2025 created a public exigency. The funding uncertainty began before the actual shutdown as organizations prepared for the impending shutdown. Although the 43-day government shutdown, the longest in history, ended on November 13, 2025, the impact of that shutdown did not allow



the VWDB to complete the procurement process in a timely manner to meet the goals of the BioPharma III grant which ends in six months, on June 30, 2026. Although the shutdown has been lifted, the public exigency created funding uncertainty in the workforce. In response to the funding uncertainty, the VWDB remains at the lowest staffing levels for its administrative and Verdugo Jobs Center (VJC) operations and therefore, cannot begin the procurement process for services in a timely manner that allows the VWDB to meet the grant goals by June 30, 2026. The expected continuation of the post-shutdown impact at the state and local levels makes it difficult to hold a competitive procurement process that meets all open and competitive bid requirements. To avoid further delay, the VWDB has employed the sole source procurement in alignment with state and federal regulations that allow for a noncompetitive process during a public exigency or emergency event [WSD 17-08; 2 CFR 200.320(c)].

Overall, using these regulations, to procure Mr. Shinder under sole source, to provide services that develop the BioTC Sustainability Plan and the MOU, will allow the VWDB to meet its grant goals. Specifically, the services will be used to fulfil grant obligations under the BioPharma III grant to continue the services under the BioTC Collaborative and the credentialing process. Moreover, VWDB's regional advisor has agreed with our justification for sole source to retain Mr. Shinder's services.

**FISCAL IMPACT:**

The authorization of sole source procurement will allow the VWDB to award WIOA funding to David K. Shinder to provide services to meet its grant goals including the development of an MOU and Sustainability Plan for the BioTC Collaborative. The sole source is effective December 1, 2025 and remains valid until November 30, 2028; however, the contract for services will be effective December 1, 2025 and end on June 30, 2026. The VWDB reserves the right to initiate a competitive procurement process at any time before November 30, 2028.



**Executive Committee Meeting Date: Wednesday, December 3, 2025**  
**VWDB Meeting Date: Wednesday, February 11, 2026**

**RECOMMENDED MOTION**

**It is recommended that the Verdugo Workforce Development Board take the following action:**

**Approval to enter into contract with David K. Shinder for the period of December 1, 2025 through June 30, 2026 in an amount not to exceed \$20,000 to provide consultant services for BioPharma III Grant**

**Type of Motion: Contract Award**

**OVERVIEW:**

On February 12, 2025, the Verdugo Workforce Development Board (VWDB) approved to accept \$850,000 in Workforce Innovation and Opportunity Act (WIOA) 25% Additional Assistance, BioPharma III grant funds (BioPharma III) and to enter into a contractual agreement with a strategic planning consultant.

David K. Shinder, a widely recognized workforce expert, will assist the Biocom Institute Technician Certification (BioTC) Collaborative in creating a sustainability plan for the project, including a plan for expansion of the project across the state as discussed with the funding source, the State of California Employment Development Department (EDD). In addition to the sustainability plan, a Memorandum of Understanding (MOU) is also needed which will include the delineation of roles and responsibilities, as the Collaborative partners continue working together to sustain and expand the project across the State.

The VWDB has consulted with the Employment Development Department, Regional Advisor, to procure Mr. Shinder's consultant services through a sole source justification given his expertise in strategic planning as well as prior work with the VWDB in the BioTC Collaborative project. Additionally, the government shut down impacted the timeline to conduct a request for proposal for these services, especially given the short grant time frame.

**FISCAL IMPACT:**

The contract for Mr. Shinder, consultant, shall not exceed \$20,000 to provide services that develop the BioTC Sustainability Plan and the MOU, which will allow the VWDB to meet its grant goals. Specifically, the services will be used to fulfill grant obligations under the BioPharma 3 grant.

The contract will be funded by the BioPharma III Grant. The authority to enter into a contractual agreement with a strategic planning consultant was approved by the VWDB on February 12, 2025. A micro-purchase, which does not require procurement, purchase order was also issued for program year 2025-2026 to provide strategic planning services to the VWDB for a total allocation of \$25,000 for the fiscal year 2025-2026.



**Executive Committee Meeting Date: Wednesday, December 3, 2025**  
**VWDB Meeting Date: Wednesday, February 11, 2026**

**RECOMMENDED MOTION**

**It is recommended that the Verdugo Workforce Development Board take the following action:**

**Approval to enter into contract with Biocom Institute California in an amount not to exceed \$10,000 in Workforce Innovation and Opportunity Act funds to provide career exploration and professional fellowships to eligible participants interested in Life Science careers for the period of January 1, 2026 to June 30, 2026**

**Type of Motion: Award of Grant Funds**

**OVERVIEW:**

Since 2016, the Verdugo Workforce Development Board (VWDB) has been operating its Biocom Institute Technology Certification (BioTC) project to develop a pool of qualified job candidates for BioScience employers to interview and hire. The focus on BioScience, including the launch of BioTC, was based on the employers involved and leading the BioTC because of the need for qualified biotechnology and biomanufacturing technicians. In addition, local data continue to show that BioScience is projected to experience growth in the number of related establishments and number of employees, indicating growth occupations. The continued expected growth in BioScience leads the VWDB to continue its focus on the career opportunities offered by the BioScience industry sector and continues preparing program participants for these opportunities.

Biocom California Institute (Biocom) has been an integral partner in the implementation of the BioTC project. As an industry association, Biocom leads the business engagement activities for the project to ensure that employers are introduced to BioTC and are able to connect with the credentialed students that are ready for entry level employment.

In January 2025, the VWDB awarded Biocom \$40,000 to provide 20 participants with a BioScience Fellowship. The Fellowship provided meaningful career readiness experiences to credentialed students ready to obtain gainful employment in BioScience. Participants were matched with an industry professional over a six-month period for 1:1 career development and guidance, resume review and customization for the industry, and preparation for interviews in BioScience companies. Networking events included career fairs, panel presentations and industry symposiums, and company tours that allow participants to directly connect with employers. Mentorship continues during the job search and job placement process to ensure success.

Given the success of the first fellowship, it is recommended that funding for fellowship services be allocated for up to 5 participants, at \$2,000 per participant, which would be for an amount not to exceed \$10,000.

**FISCAL IMPACT:**

The Fellowship will consist of a maximum of 5 participants over a six-month period for an amount not to exceed \$10,000. The estimated contract term will be January 1, 2026 to June 30, 2026. The contract terms may change depending on the actual start date of the program.



Approving the WIOA allocation will bring the overall grant award to Biocom to an amount not to exceed \$495,000. Other funding allocations to Biocom approved by the VWDB consist of the following:

<b>Grant</b>	<b>Service</b>	<b>Allocation</b>	<b>Term</b>
BioPharma III	Business engagement, technical assistance to colleges	\$200,000	2025-2026
Broad Foundation	Technical assistance to colleges, student recruitment, business engagement	\$285,000 (\$95K/year)	11/01/2024 - 01/31/2027
<b>Total Allocation for Contracts to Date</b>		<b>\$ 485,000</b>	
WIOA	Provide career exploration and professional fellowships	\$10,000	1/1/26 – 06/30/26 estimate
<b>Total Allocation for All Contracts</b>		<b>\$ 495,000</b>	



**Executive Committee Meeting Date: Wednesday, February 11, 2026**  
**VWDB Meeting Date: Wednesday, February 11, 2026**

**RECOMMENDED MOTION**

**It is recommended that the Verdugo Workforce Development Board take the following action:**

**Approval of the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners**

**Type of Motion: Approval of MOU**

**OVERVIEW:**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that a memorandum of understanding (MOU) be developed and executed between the Verdugo Workforce Development Board and its America’s Job Center of California<sup>SM</sup> (AJCC) local partners with the agreement of the Chief Local Elected Official (CLEO). The purpose of the MOU is to establish the AJCC delivery system that fosters demand-driven skills attainment; enables upward mobility for all customers; and aligns, coordinates, and integrates programs and services with partners. The MOU also establishes the framework for service provision to employers, employees, job-seekers and others in need of workforce services.

Per State direction, the MOU was developed in two phases. Phase I, Service Coordination, addressed service coordination and collaboration amongst the partners. In Phase I, the VWDB worked with all required partners in the jurisdiction to develop an agreement for the operation of the local AJCC delivery system, including the identification of shared services and customers.

Phase II, Shared Resources and Costs, addressed how to functionally and fiscally sustain the unified system described in Phase I through the sharing of resources and joint infrastructure costs. In this phase, the VWDB built upon the agreements established in Phase I and determined how to best support the established service delivery models through the sharing of resources and costs.

The Employment Development Department (EDD) in coordination with the State Workforce Development Board issued guidance on the WIOA MOUs (WSD18-12) stating that the MOUs will be reviewed and updated every three years with an annual review of and, if necessary, amendments to the Infrastructure Funding Agreements (IFA) and other System Costs Budget. Previously, MOU amendments were brought to the Board, specifically for Phase II when changes occurred with infrastructure costs. In order to have a cohesive singular MOU, Phase I and Phase II MOUs were merged into one comprehensive document covering all required components per EDD WSD 18-12. The City of Glendale’s legal team which reviews all board documents has completed its final review and now the updated MOU is ready for signature.

After the Board takes action on this item, and upon receipt of signatures from all partners, the new MOU will be submitted to the Glendale City Council for consideration. Changes will be made to the MOU if requested by partners and deemed necessary by legal counsel’s review.

**FISCAL IMPACT:**

There is no fiscal impact; the MOU is a non-fiscal commitment that is required by the Department of Labor.



**Executive Committee Meeting Date: Wednesday, February 11, 2026**  
**VWDB Meeting Date: Wednesday, February 11, 2026**

**RECOMMENDED MOTION**

**It is recommended that the Verdugo Workforce Development Board take the following action:**

**Approval to use Workforce Innovation and Opportunity Act (WIOA) funds for rental payments as specified in the lease amendment between the City of Glendale and the property owner, Babak B. Golbahar for the Verdugo Jobs Center facility located at 1255 South Central Avenue, Glendale, CA 91204 for an 18-month period, April 1, 2026 to September 30, 2027**

**Type of Motion: Lease Amendment**

**OVERVIEW:**

Since 1999 the Verdugo Jobs Center (VJC) has been operating workforce services from its location at 1255 South Central Avenue, Glendale, CA 91204. This site is a 2-story, 23,254 square foot facility with office space, meeting/conference rooms and ample parking spaces that fulfills program needs. The existing three-year lease for the VJC will expire on March 31, 2026; the rent has always been paid by WIOA funds. The new 18-month lease amendment will continue to be a monthly flat rate of \$58,135.00 (\$2.50 a square foot) beginning April 1, 2026, through September 30, 2027. The flat rate has been in effect since April 1, 2023 and previously, the price per square footage was \$2.53. The 18-month period takes into consideration the potential changes in federal funds as well as projected decrease in availability of competitive grants. During this 18-month period, the VWDB staff will be looking at different sites, including City of Glendale owned sites to reduce its overall facility costs.

The lease negotiation has been a steady process since last year with the assistance of Overland, Pacific & Cutler, LLC (OPC), a real estate service company previously procured through the City of Glendale’s Community Development Department. Under the guidance of OPC and the assistance of City Attorney’s office, the terms of the lease have been finalized and will be submitted to City Council for their consideration before signatures are obtained from the property owner, Mr. Babak B. Golbahar, and the City of Glendale.

*The lease amendment is still being finalized but the terms remain the same with the existing lease; the only change made is to the end date. After the VWDB takes action on the lease, it is then taken to City of Glendale City Council as our fiscal agent for their review before it is signed.*

The Lease Agreement outlines the owner’s responsibilities for ongoing interior improvement and building systems that include HVAC maintenance, roofing repairs, painting, flooring, and pest control. Staff will work with the owner to ensure ongoing accountability of these items. Adequate maintenance of the facility has occurred during the existing lease terms.

Given the amenities of the existing facility, the goal of the process was to negotiate a new amendment lease agreement for a short-term period given the ever-changing landscape of federal and competitive grant fund availability.



This existing facility includes the following amenities: 1) meeting rooms space for workforce services programs 2) ample free parking spaces for the public and staff, 3) easy client access to public transportation, and 4) facility meets State seismic, Americans with Disability Act (ADA) and asbestos requirements.

Staff will be actively looking for new sites including City of Glendale owned facilities to reduce overall facility costs.

**FISCAL IMPACT:**

Under the new lease amendment, the current lease rate will remain a flat fee of \$2.50 a square foot which translates to a monthly rent payment of \$58,135.00. Currently, the Workforce Section pays for fifty-nine percent (59%) of the monthly rent and the State of California Employment Development Department (EDD) pays the remaining forty-one percent (41%) of the cost. The Workforce Section does not anticipate any changes to EDD's percentage contribution to the monthly rent in upcoming sublease negotiations which is approximately for 9,451 square footage of 41% of the useable space. The VJC programs are part of an integrated workforce system with EDD. As a result, EDD has been co-located in the center for over twenty years.

Approval of the motion will allow the VJC to remain at its current location for an 18-month period where services have been provided for over 25 years. During this time frame, other locations will be reviewed, including City of Glendale sites prior to the lease end date of September 30, 2027.



**Executive Committee Meeting Date: Wednesday, February 11, 2026**  
**VWDB Meeting Date: Wednesday, February 11, 2026**

**RECOMMENDED MOTION**

**It is recommended that the Verdugo Workforce Development Board take the following action:**

**Approval of the recommendation for John Acosta to be appointed to the Verdugo Workforce Development Board, in compliance with State and Federal requirements under the Workforce Innovation and Opportunity Act of 2014**

**Type of Motion: New Board Member Appointment**

**OVERVIEW:**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) and policy established by the State of California Workforce Development Board (CWDB) require that local workforce development boards (local boards) under WIOA meet certain membership requirements as specified in the law. These requirements include representatives from the business, labor, and education as well as other community leaders.

In order to comply with state and federal requirements for local board membership, the Verdugo Workforce Development Board (VWDB) must ensure it meets all membership criteria. As board seats are vacated due to retirement, change in employment or position, or other changes, the VWDB will recruit potential candidates to fill those vacancies.

The board currently has two vacant labor seats. One seat was recently vacated by Stephanie O’Keefe on January 12, 2026, which was her last day serving as President of the American Federation of Musicians (AFM), Local 47. She shared with VWDB staff that she was not going to seek reelection but recommended that AFM continue to have a seat on the VWDB.

In accordance with the nominations process as well as the requirements for membership, Mr. John Acosta, recently elected Vice-President of AFM, Local 47, is recommended for appointment to the Board under the Labor category. This appointment will assist the VWDB in meeting the WIOA requirement of having a minimum of twenty percent of labor representation on the board and filling one of the two vacant labor seats.

AFM Local 47 is a labor union that represents more than 5,000 members – arrangers, composers, producers, contractors, engineers, and freelance musicians. Mr. Acosta has been a proud AFM member for over twenty years.

Mr. Acosta was previously on the VWDB from 2012 to 2021. During this time on the VWDB, there was strong collaboration in the development of music mentorship programs. Mr. Acosta’s extensive experience serving labor members makes him an excellent nominee for the VWDB. Additionally, Mr. Acosta’s appointment will allow the VWDB to maintain strong representation of workers in the key industries such as Music and Entertainment, an integral component of Verdugo’s regional economy.



If the VWDB approves the recommendation for Mr. Acosta's appointment, the nomination will be submitted to an approved body, consisting of city council members from the three Verdugo Consortium represented cities: Burbank, Glendale and La Cañada Flintridge, for ratification.

**FISCAL IMPACT:**

There is no fiscal impact associated with the appointment of Mr. Acosta to the VWDB.



**John Acosta**  
**Vice President of AFM local 47**

### **Biography**

John Acosta is a composer, guitarist, songwriter, and music advocate with deep roots in both performance and labor leadership. A native of the Bronx, New York, he is the son of Cuban percussionist Juan Acosta, who toured with Latin jazz legends Tito Puente and Celia Cruz.

In California, John began his recording career as a composer, guitarist, producer, and engineer for artists on Warner Brothers, DreamWorks, Geffen, BMG, Elektra, and Capitol Records. He continues to write for and produce artists across Alternative, Latin, and Pop genres.

A member of AFM Local 47, John's work as a professional musician led naturally to his commitment to musicians' rights. He served three terms as President of AFM Local 47 from January 2015 to January 2021, representing more than 7,000 professional musicians throughout Southern California. Currently he serves as Vice President of AFM Local 47.

John has worked with The Musicians at Play (MAP) Foundation, a vibrant community of music professionals who partner with Los Angeles-area schools to deliver instrumental and vocal training, coaching, and mentoring to fundamentally change the way young people think about music, their ability, and their future careers in music and music related fields.

## Program Report for PY 25-26

Reporting Period: 7/1/2025 – 12/31/2025

### Services

The Verdugo Jobs Center (VJC) offers a range of public employment services in furtherance of its mission of transforming lives, businesses, and our community through innovative workforce solutions. Services are classified according to the participant’s need for staff assistance.

#### **Self-Service Activities**

Individuals access self-service resources such as using the computers for job search, and attending orientations, employment readiness workshops, job fairs, and recruitments hosted by the VJC.

#### **Staff-Assisted Activities**

Individuals obtain services that are assisted by VJC staff and are enrolled in Workforce Innovation and Opportunity Act (WIOA) funded programs. Staff-assisted services include conducting skills assessments, development of personalized employment plans, and individual career and employment counseling services. Individuals can also obtain classroom training or On-The-Job Training (OJT) to update their skills.

	Plan	Actual
<b>Total number of visitors – Verdugo Jobs Center</b>	-	3,263
<b>Total self-service participants</b>	-	3,263
<b>Total staff-assisted participants</b>	1,300	274
<b>Total participants receiving training services ~</b>	80	78

~ Includes training services from WIOA Formula Grants (Adult and DW only).

### Participants

The VJC serves a diverse population from the tri-city area. Participants are categorized as Adults and Dislocated Workers.

**Adults:** Individuals who are unemployed and have a barrier to gaining employment.

**Dislocated Workers (DW):** Workers have been recently laid off and are unlikely to return to the same industry due to various reasons.

WIOA funds are used to provide individuals who have barriers to obtaining employment with job placement assistance, employment training, and individual case counseling services. Examples of individuals with employment barriers include those with low income, English language learners, individuals with disabilities, those who have been laid off from a job, veterans, and those who are re-entering society.

Additionally, the VJC administers the following programs to support specific groups in their employment efforts:

Specialized WIOA Programs	Plan	Actual
<b>Prison to Employment (P2E)</b> Program that provides job search assistance and placement for justice involved individuals. Grant Dates: 4/4/2023 – 12/31/2026	13	19
<b>Regional Equity &amp; Recovery Partnerships (RERP)</b> Program that provides stipend to students enrolled in BioTC training. Grant Dates: 4/20/2023 – 10/31/2025	43	50
<b>Caltech Additional Assistance</b> Program that provides training and job search assistance to Caltech dislocated employees. Grant Dates: 3/1/2024 – 3/31/2026	30	41
<b>Helping Justice-Involved Reenter Employment (HIRE)</b> Program increases employment opportunities and job mobility for formerly incarcerated and justice-involved individuals. Grant Dates: 4/1/2024 – 3/31/2027	15	14
<b>Los Angeles County – Wildfires Assistance (LAWF)</b> Program provides job search assistance, training and supportive services to those who have been laid off due to the LA Wildfires. Grant Date: 7/1/2025 – 6/30/2026	17	10

### Performance for Program Year 2025-2026 (July 1, 2025 – June 30, 2026)

The State of California defines performance measures for the VJC to meet. In the chart below, the column “Goal” lists the planned percentages determined by the State that the VJC must meet during the program year. The “Actual” column lists the VJC’s performance, and the “% Achieved” compares the Planned versus Actual figures.

PY 2025-2026 Quarter 1 Adult Performance	Goal	Actual	% Achieved
Adult Employment 2nd Quarter After Exit	68%	76.3%	112.2%
Adult Employment 4th Quarter After Exit	67%	64.9%	96.9%
Adult School Credential Obtained	75%	86%	115.2%
Adult Median Earning 2nd Quarter After Exit	\$7,750	\$8,107	104.6%
Adult Measurable Skill Gains	75%	5.9%	7.9%

PY 2025-2026 Quarter 1 Dislocated Worker Performance	Goal	Actual	% Achieved
DW Employment 2nd Quarter After Exit	72%	86.2%	119.7%
DW Employment 4th Quarter After Exit	72%	77.8%	108.1%
DW School Credential Obtained	78%	78.6%	100.8%
DW Median Earning 2nd Quarter After Exit	\$9,500	\$14,554	153.2%
DW Measurable Skill Gains	79%	40.0%	50.6%

PY 2025-2026 Quarter 1 Youth Performance	Goal	Actual	% Achieved
Youth Employment 2nd Quarter After Exit	72%	56.5%	78.5%
Youth Employment 4th Quarter After Exit	75%	80%	106.7%
Youth School Credential Obtained	67%	65.2%	97.3%
Youth Median Earning 2nd Quarter After Exit	\$4,500	\$4,025	89.4%
Youth Measurable Skill Gains	68%	70.6%	103.8%

### Additional Workforce Programs

While WIOA-funded programs make up the majority of the VJC’s funding, the VJC contracts with certain other organizations with the goal of assisting specific populations. The VJC operates Non-WIOA programs under contracts with the following agencies:

Non – WIOA Programs	PY 25-26 Number of Participants
<b>California Adult Education Program (CAEP):</b> Job placement services to connect English Language Learner clients to Adult Education. <i>Contract with Glendale Community College</i>	8
<b>Employment Network:</b> Pre-and post-employment services for up to 5 years for clients with disabilities. <i>Contract with Social Security Department</i>	26 (cumulative)

### Business Engagement

The VJC is engaging businesses to support the development of the local economy. Business activities include partnering on recruitments to find qualified employees, providing resources to help businesses with their employment needs, and assisting with Rapid Response (RR) and Layoff Aversion.

Every year, the VJC organizes at least one large-scale job fairs: the Glendale Tech Job Fair. In addition to this event, staff conducts business outreach and coordinates ongoing recruitments, job fairs, resource fairs, and other events to help businesses find qualified candidates for their openings.

Business Services		
Job Fairs	Date	# Attended
Healthcare Job Fair	February 10, 2026	TBD
Tech Job Fair	September 4, 2025	385
Number of New Businesses Outreached: 51		

### Rapid Response Data 07/01/25 - 06/30/26

The following report is a list of companies that have reported layoffs through Worker Adjustment and Retaining Notification (WARN)

WARN protects employees, their families, and communities by requiring employers to give a 60-day notice to the affected employees and both state and local representatives before a plant closing or mass layoff. Advance notice provides employees and their families time to transition and adjust to the potential loss of employment, time to seek alternative jobs and, if necessary, time to obtain skills training or retraining to successfully compete in the job market.

If worker dislocation is the result of foreign competition or foreign relocation, the dislocated worker may be eligible for Trade Adjustment Assistance (TAA) Program, which can include: Employment and Case Management Services; Training Benefits; Trade Readjustment Allowances, Job Search Allowances, Relocation Allowances; Alternative or Reemployment Trade Adjustment Assistance.

BURBANK COMPANIES					
Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Science of Skincare	10/22/2025	12/30/2025	Cosmetics, Beauty Supplies	63	Assembly, Maintenance, Clerical, Production
Warner Bros.	7/31/2025	10/4/2025	Entertainment	52	Various
<b>TOTAL</b>				<b>115</b>	

GLENDALE COMPANIES					
Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Adventist Health Systems/West	8/27/2025	10/6/2025	Healthcare	25	Various
Children's Hospital Los Angeles	8/27/2025	10/28/2025	Healthcare	439	Various
Adventist Health Systems/West	8/15/2025	10/6/2025	Healthcare	58	Various
<b>TOTAL</b>				<b>522</b>	

LA CANADA FLINTRIDGE COMPANIES					
Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Jet Propulsion Laboratory (JPL)	10/14/2025			543	Various
<b>TOTAL</b>				<b>543</b>	

### OVERVIEW

City	# of Businesses Laying Off	# of Affected Employees
Burbank	2	115
Glendale	3	522
La Cañada Flintridge	1	543
<b>TOTAL</b>	<b>6</b>	<b>1180</b>

### Summary of Media Reported Layoffs

The following is a list of media reported layoffs which has not resulted in WARN yet. The VWDB board is keeping an eye on the company and industry.

Company Name	# of Jobs	Industry	Notes
Pinterest	780	Data	Pivoting to AI
Amazon	14,000	Retail/E-commerce	Offering voluntary buyouts due to AI
YouTube	Unknown	Media	Due to AI
Target	Unknown	Retail	Corporate Positions
Kroger	1,000	Grocery Stores	All Corporate Employees are being laid off
Microsoft	17,874	Software	Gaming and Xbox division
<b>Estimated Total</b>	<b>33,654</b>		

## VWDB's Youth Provider: Glendale Youth Alliance 2025-26 Contract Report (July 1, 2025 – June 30, 2026)

The VWDB's provider for youth services is the Glendale Youth Alliance (GYA). They are a California 501 (c)(3) nonprofit organization that provides comprehensive employment programs for youth ages 14-24. Listed below are the youth programs that GYA administers with VWDB funds:

### LA County Youth@Work Program

Participants in this program receive up to 20 hours of Personal Enrichment training and 160 hours of paid work experience. The Brush Clearance Program provides the youth ages 14-16 a first-time job experience. On closely supervised teams, they spend six weeks removing overgrown brush on over 30 parcels of City of Glendale owned land, augmenting the City's Vegetation Management Program, and reducing the risk of fire on the City's hillside. Youth who already possess some basic job skills are placed in jobs within the community such as the local hospitals, nonprofit & for-profit organizations, libraries, schools, and public agencies.

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 160 hrs. of WEX
\$326,618	86 Youth Participants	52 Youth Participants	35 Youth

### WIOA – In School Youth Program (ISY)

The Workforce Innovation & Opportunity Act ISY is designed for youth ages 14-21. Participants gain leadership experience and learn to meet workplace expectations to prepare for the real world. The grant pays for 180 hours of work experience and provides work readiness and financial literacy training. Youth are also provided scholarship opportunities as well as other resources based on individual need. The goal of this program is for youth to gain the skills and experience needed to obtain permanent employment and/or continue post-secondary education.

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 180 hrs. of WEX
\$175,857	24 youth participants	24 youth participants	9 youth

### WIOA- Out of School Youth Program (OSY)

The Workforce Innovation & Opportunity Act OSY program serves older youth ages 18-24. Youth are placed primarily in private businesses to gain the skills and experience needed to climb the career ladder within a company. The program pays for the initial 200 hours of work experience hours as an incentive for the employer to hire the youth on their payroll as permanent employees. Youth also partake in pre-employment training provided by GYA and a certificated Hospitality Training Program through Los Angeles City College.

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 200 hrs. of WEX
\$ 527,571	60 Youth Participants	46 Youth Participants	24 youth

**Student Training & Employment Program (STEP)**

The STEP Program provides job preparation training and paid work experience to students with disabilities ages 16-21. Youth are placed at worksites based on their individual interests and aptitudes to work up to 120 hours. Students receive 20 hours of training provided by the Professional Development Center of Glendale Community College and participate in a field trip to Glendale Community College to get exposure to a college campus. The purpose of the program is to support students with disabilities transition from secondary education to employment.

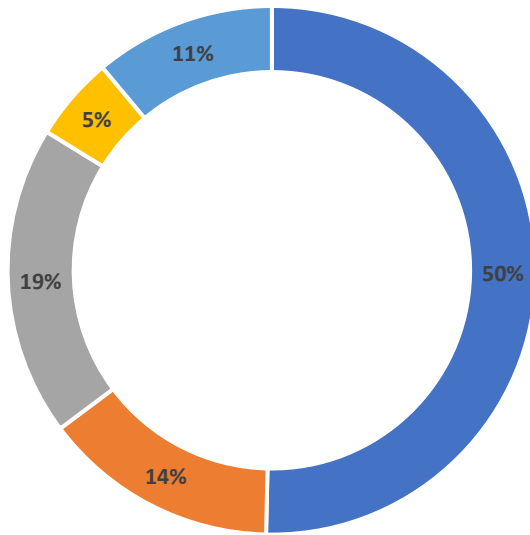
<b>Contract Amount</b>	<b>Enrollment Goal</b>	<b>Actual Enrollments</b>	<b>Outcomes - Completed 120 hrs. of WEX</b>
<u>2024-25</u> \$211,073	80 Youth Participants	80 youth participants	52 youth
<u>2025-26</u> \$212,000	80 Youth Participants	48 youth participants	18 youth

# FINANCIAL REPORT

FY 2025 – 2026 Q2

## Funding by Grant Source

Funding By Grant Source



- WIOA
- NON-WIOA
- SPECIAL GRANTS - WIOA
- STATE
- LOCAL

**Workforce Innovation and Opportunity Act (WIOA)**

- Adult
- Dislocated Worker
- Youth
- Rapid Response
- RR-Layoff Aversion

**NON-WIOA**

- Fee-for-Services (FFS)
- Student Training and Employment Program (STEP)

**SPECIAL GRANTS – WIOA**

- BioPharma 3.0
- Prison to Employment
- RERP
- Hire LA
- High Performing Boards
- JPL – Additional Assistance

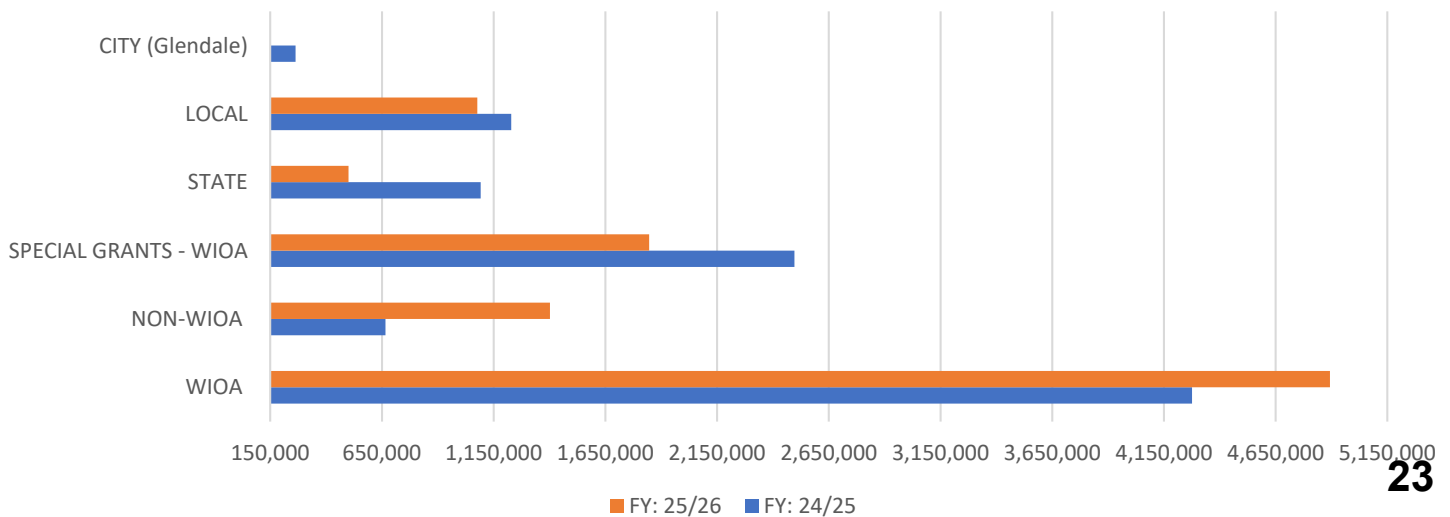
**STATE**

- California Adult Education Program (CAEP)

**LOCAL**

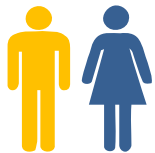
- Los Angeles County
- Youth@Work
- Wildfires
- Broad Foundation

## Annual Comparison



## Cost Category by Grant Source

	Total Budget By Grant				Total Expenditure By Grant		
	Total Funds by Grant Source	Staffing (Admin, Program, M&O)	Direct Assist.	Contracts	Expenditure - Staffing (Admin, Program, M&O)	Expenditure - Direct Assist.	Expenditure - Contracts
WIOA	\$ 4,892,838	\$ 3,101,258	\$ 899,461	\$ 892,120	\$ 902,556	\$ 266,459	\$ 297,666
NON-WIOA	\$ 1,402,000	\$ 72,980	\$ 692,763	\$ 636,257	\$ 26,228	\$ 411,802	\$ 409,677
SPECIAL GRANTS – WIOA	\$ 1,846,051	\$ 942,789	\$ 307,497	\$ 595,766	\$ 755,245	\$ 177,452	\$ 180,295
STATE	\$ 500,000	\$ 387,623	\$ 6,297	\$ 106,080	\$ 83,193	\$ 1,408	\$ -
LOCAL	\$ 1,076,547	\$ 399,966	\$ 108,964	\$ 567,617	\$ 160,466	\$ -	\$ 178,011
<b>Total</b>	<b>\$ 9,717,436</b>	<b>\$ 4,904,616</b>	<b>\$2,014,981</b>	<b>\$ 2,797,840</b>	<b>\$ 1,927,688</b>	<b>\$ 857,121</b>	<b>\$ 1,065,648</b>



### Staffing

Administrative Cost  
Staff Salaries  
Maintenance and Operations



### Direct Assistance

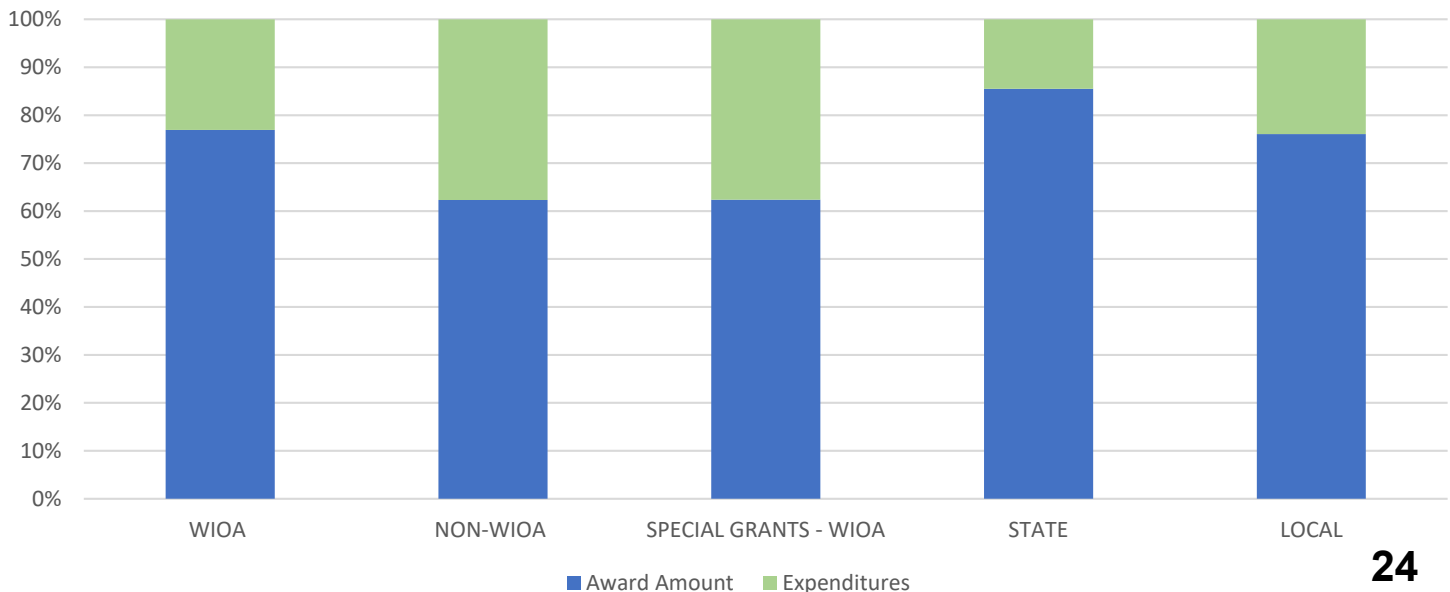
Funds spent directly on customers such as training, work experience, supportive services



### Contracts

Professional Services Agreements such as Youth Provider, Communications, Legal

## Revenue / Expenditure

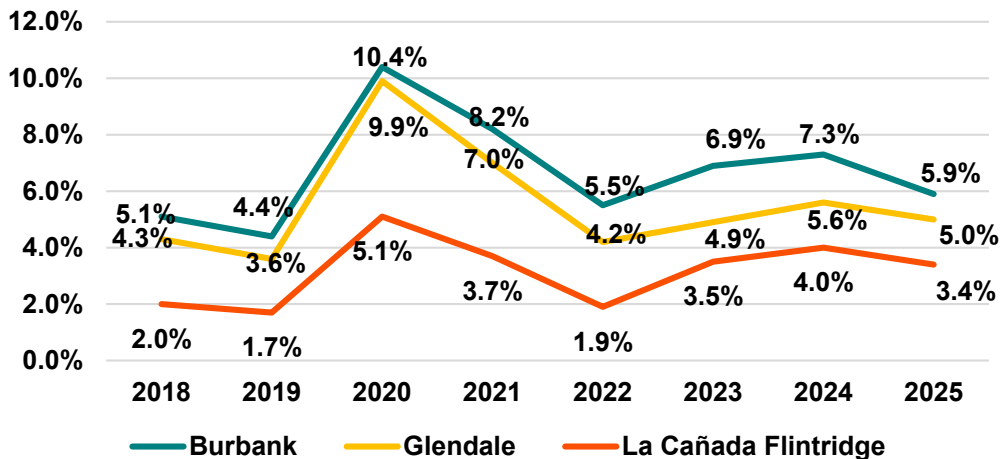


# Verdugo Workforce Development Board Labor Market Report: Verdugo Region

December 2025  
Quarterly Issue

The Verdugo Workforce Development Board (VWDB) envisions an economically vibrant, tri-city region with thriving businesses, youth, and job-seekers on career paths that reflect their highest potential.

## ANNUAL UNEMPLOYMENT RATES BY CITY



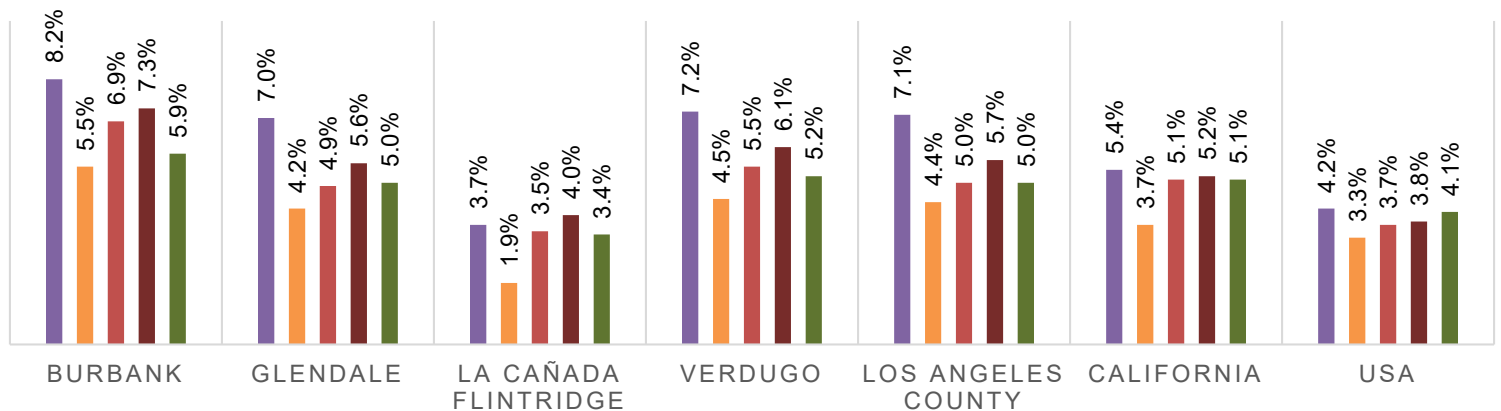
## Unemployment Rates Comparison

Verdugo:	5.2%
LA County:	5.0%
California:	5.1%
USA:	4.1%

## UNEMPLOYMENT RATES COMPARISON

The unemployment rate decreased in the Verdugo Region and LA County.

■ November 2021 ■ December 2022 ■ December 2023 ■ December 2024 ■ December 2025

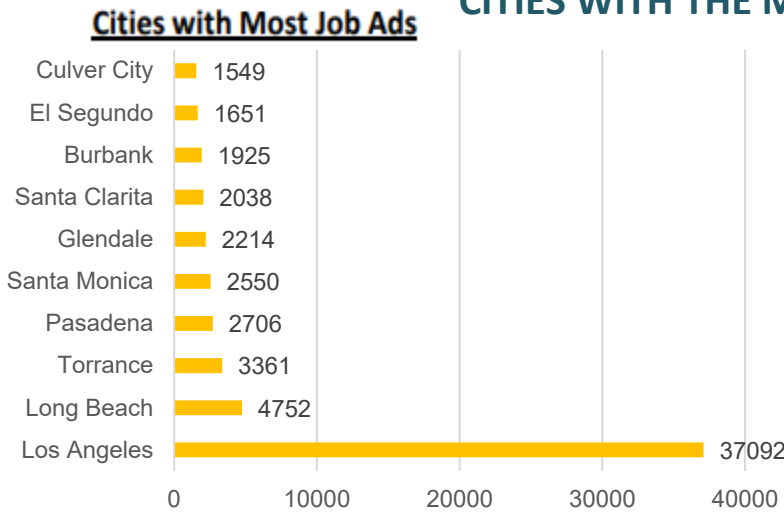


## VERDUGO REGION LABOR FORCE (RESIDENTS)



Labor force numbers are based on EDD estimates of the number of residents who earned at least \$1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of December 2025 is 164,200.

## CITIES WITH THE MOST JOB ADS



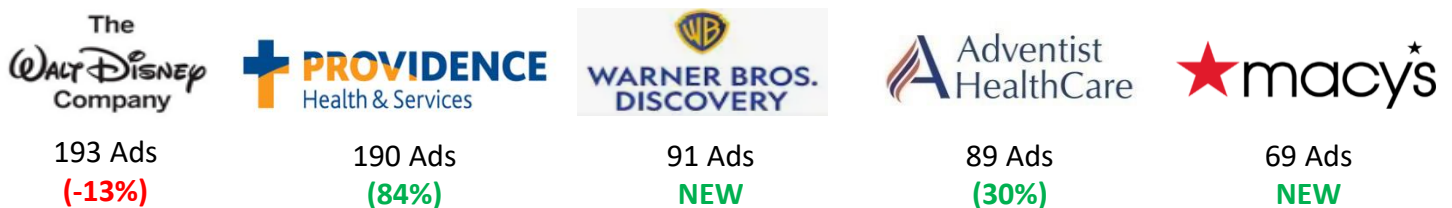
*Help Wanted Online from The Conference Board and WANTED Technologies report the top ten cities in the Los Angeles County with the most job ads. Consistently, Burbank and Glendale are reported amongst these top ten cities with the number of job ads posted for the reporting month. This indicates the economic vibrancy of the businesses in the Verdugo community relative to the other cities located in the region.*

## TOP OCCUPATIONS IN JOB ADS – VERDUGO AREA

OCCUPATION	# OF JOB ADS
1. Registered Nurses	328
2. Retail Salespersons	263
3. Home Health and Personal Care Aides	184
4. First-Line Supervisors of Retail Sales Workers	119
5. Heavy and Tractor-Trailer Truck Drivers	99
6. Customer Service Representatives	97
7. Food Service Managers	91
8. Fast Food and Counter Workers	79
9. General and Operations Managers	77
10. Software Developers	75

The total number of job ads for the Top 10 Occupations decreased from 1,504 in July 2025 to 1,412 in December 2025.

## TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA



\*Increase/Decrease from July 2025 Verdugo LMI report.

## DEFINITIONS

**Labor force:** Persons classified as employed or unemployed.

**Employed persons:** Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.

**Unemployed persons:** Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

**Unemployment rate:** The unemployment rate represents the number unemployed as a percent of the labor force.

**Verdugo Workforce Development Board  
Summary of Grant Opportunities**

#	Funding Source	Grant	Target or Due Date	Amount	Target Customer	Grant Information	Grant Status	Grant Period
1	State of CA Employment Development Department	Employment and Training Pathways Program 2025-2026	12/8/2025	\$ 2,000,000	Opportunity Youth, Veterans, English Learners	Enrollment in high-demand training, transitioning to employment, focus on apprenticeships, healthcare and bioscience	Submitted	24 Months
2	State of CA Employment Development Department	25 Percent Additional Assistance	1/26/2026	\$ 500,000	Dislocated workers from Jet Propulsion Lab (JPL)	Provide career transition services, supportive services and assist with job search to new employers, occupations and industry sectors as needed.	Submitted	18 Months

## Verdugo Workforce Development Board Roster

First Name	Last Name	Organization	Email Address
Ara	Aslanian	Inverselogic, Inc.	ara@inverselogic.com
Luiza	Balyan	Pacific Clinics Head Start	Lbalyan@pacificclinics.org
Jose	Barba	I.U.O.E. Local 501	jbarba@local501.org
Sonya Kay	Blake	The Valley Economic Alliance	sblake@economicalliance.org
Vicki	Brannock	Biocom California Institute	vbrannock@biocom.org
Onnig	Bulanikian	City of Glendale, Comm. Services & Parks	obulanikian@glendaleca.gov
Alexis	Carter	Employment Development Department	alexis.carter@edd.ca.gov
Marisol	Espinoza	Southern California Gas Company	mespinoza2@semprautilities.com
Nicholas (Nick)	Hacopian	Glen West Management Co	nick@glenwest.com
Mary	Hamzoian	City of Burbank, Economic Development	mhamzoian@burbankca.gov
Steve	Kaplan	The Animation Guild, Local 839 IATSE	steve.kaplan@tag839.org
Jamie	Keyser	Burbank Chamber of Commerce	jkeyser@burbankchamber.org
Debbie	Kukta	KO Properties, Inc.	debbie@ko-properties.com
Caroline	Lett	Warner Bros. Discovery	caroline.lett@wbd.com
Pamela	Marcello	Hollywood Burbank Airport	PMarcello@bur.org
Iskra	Martinez	Department of Rehabilitation	iskra.martinez@dor.ca.gov
Kathy	McIntyre	CMTC/Roadmap 4 Innovation	kmcintyre@roadmap4innovation.com
Nicole	Miller	IATSE Local B-192	nicolemiller@b192iatse.org
Michael	Ritterbrown	Glendale Community College	michaelr@glendale.edu
Veronica	Romero	PacFed Benefits Administrators	veronica.romero@pacfed.com
Soua	Vang	City of Glendale, Economic Development	SVang@Glendaleca.gov
Terry	Walker	Providence Saint Joseph Medical Center	Terry.X.Walker@Providence.org



## Verdugo Workforce Development Board 2026 Full Board Meeting Schedule

Wednesday, February 11, 2026	9:30am	Full WDB Meeting Location: <b>Verdugo Jobs Center</b>
Wednesday, April 22, 2026	9:30am	Full WDB Meeting Location: <b>Glendale Community College</b>
Wednesday, June 24, 2026	9:30am	Full WDB Meeting Location: <b>La Cañada Flintridge</b>
Wednesday, September 23, 2026	9:30am	Full WDB Meeting Location: <b>Burbank</b>
Wednesday, November 18, 2026	9am -Noon	Board Retreat Location: <b>To be determined</b>