

**EXECUTIVE COMMITTEE AGENDA**  
**Wednesday, February 11, 2026**  
**9:00 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 9:00 A.M.

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

<b>I. Introductions</b>	
Approval of Minutes: December 3, 2025	<b>2</b>
<b>II. Director's Report</b>	
<b>III. Action Items</b>	
a) Approval of the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners	<b>4</b>
b) 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	<b>5</b>
c) 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	<b>7</b>
<b>IV. Other Business and Announcements</b>	
<b>2026 Calendar</b>	<b>9</b>
<b>Public comments</b>	
<b>Adjourn</b>	

**Next Executive Committee Meeting:** Wednesday, March 11, 2026

TEL 818.548.2053  
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1255 S. Central Avenue  
Glendale, CA 91204

[verdugoworks.com](http://verdugoworks.com)

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.  
TTY (818) 548-3857. Auxiliary aids and services available upon request.

**VERDUGO WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
12/3/2025  
9:30 a.m. to 10:00 a.m.**

**COMMITTEE MEMBERS PRESENT:** Ara Aslanian, Alexis Carter, Marisol Espinoza, Nick Hacopian, Michael Ritterbrown, Terry Walker

**COMMITTEE MEMBERS ABSENT:** Sonya Kay Blake

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

**CALL TO ORDER:** 9:31 am by Chair Nick Hacopian

**I. Introductions**

- A. Chair Nick Hacopian thanked Executive Director Judith Velasco and the board staff for organizing the retreat at Warner Bros. Studios Burbank.

**II. Minutes of August 27, 2025**

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Ara Aslanian **2<sup>nd</sup>:** Alexis Carter  
**ACTION:** APPROVED

**III. 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
- 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
- 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

**MOTION FOR CONSENT ITEM A – C**

**Motion:** Marisol Espinoza **2<sup>nd</sup>:** Ara Aslanian

**IV. Director's Report**

- A. Ms. Velasco highlighted items from the board retreat and expressed thanks to Caroline Lett and Warner Bros. Studios Burbank staff for the coordination.
  - 1. The Executive Committee commented they were impressed with the venue, guest speaker, format, and productivity of the board members. The discussions held helped to generate ideas that can elevate the workforce.
  - 2. Actionable steps for next year will be presented to the Executive and Full Board.
    - a. An action the board can immediately follow through with is having the Full Board meet at other locations in the cities of Burbank, Glendale, and La Cañada Flintridge.
    - b. Chair Nick Hacopian additionally recommended scheduling local CEO's to present on the trends in the local industries.
- B. Ms. Velasco shared that the Verdugo Jobs Center is planning a Healthcare Job Fair for Tuesday, February 10, 2026 at the Pacific Community Center.

**VERDUGO WORKFORCE DEVELOPMENT BOARD**  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
**12/3/2025**  
**9:30 a.m. to 10:00 a.m.**

**V. Other Businesses and Announcements**

A. The next Full Board meeting will be held on February 11, 2026.

**VI. Public Comments:** None

**VII. Adjournment:** 9:56 am



**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.



## Verdugo Workforce Development Board 2026 Meeting Schedule

### No January Meeting

February 11, 2026	9:00 9:30	<b>Executive Board</b> <b>Full Board</b>
March 11, 2026	9:30	<b>Executive Board</b> <i>Foundation</i>
April 22, 2026	9:00 9:30	<b>Executive Board</b> <b>Full Board</b>

### No May Meeting

June 24, 2026	9:00 9:30	<b>Executive Board</b> <b>Full Board</b>
July 22, 2026	9:30	<b>Executive Board</b> <i>Foundation</i>

### No August Meeting

September 23, 2026	9:00 9:30	<b>Executive</b> <b>Full Board</b>
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### No October Meeting

November 18, 2026	9:00-Noon	<b>Retreat</b>
December 2, 2026	9:30	<b>Executive Board</b> <i>Foundation</i>