

EXECUTIVE COMMITTEE AGENDA
Wednesday, April 22, 2026
9:00 am

Meeting Location:
Glendale Community College
1500 N. Verdugo Rd.
Glendale, CA 91208
Room: AD 232G
Located in the Administration Building, 2nd Floor
in the Learning Center

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

- I. Introductions**
Approval of Minutes: March 11, 2026 **2**
- II. Director's Report**
- III. Action Items**
 - a) Approval to extend the Foundation for California Community Colleges contract from June 30, 2026 to June 30, 2027 to support paid Work Based Learning Opportunities for workforce programs **3**
 - b) Approval of the allocation of \$145,500 to City of Burbank's Job Connect to provide services in Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2026-2027 **4**
- IV. Other Business and Announcements**
 - 2026 Calendar** **6**
 - Public comments**
 - Adjourn**

Next Executive Committee Meeting: Wednesday, June 24, 2026

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

3/11/2026

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

COMMITTEE MEMBERS PRESENT: Sonya Kay Blake, Alexis Carter, Marisol Espinoza, Nick Hacopian, Terry Walker

COMMITTEE MEMBERS ABSENT: Ara Aslanian, Michael Ritterbrown

STAFF PRESENT: Diana Montecino, Judith Velasco

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

I. Introductions

A. Chair Nick Hacopian welcomed the Executive Committee.

II. Minutes of February 11, 2026

A. Quorum confirmed.

B. Minutes presented and reviewed.

MOTION: Alexis Carter 2nd: Marisol Espinoza

ACTION: APPROVED

III. Director's Report

A. Ms. Velasco stated there is currently an open labor seat that needs to be filled and reported that statewide there has been a need for labor members. Ms. Velasco was instructed by the the State Workforce Board to send a letter to the LA County Federation of Labor. She will convene with current labor members before reaching out to the LA County Federation of Labor.

B. Ms. Velasco reported that the lease amendment for the Verdugo Jobs Center (VJC) was approved by the city council. The amendment extends the current lease for 18 months, through September 30, 2027.

1. Ms. Velasco clarified they will explore other facilities options to reduce facility costs. The Workforce section is co-located with The State of California, Employment Development Department and they have specific building requirements to be able to house its employees.

a. Terry Walker shared that he can reach out to a contact in Burbank, as there is available office space across the hospital and in other areas in Burbank.

b. Nick Hacopian offered to conduct market research and provide rate information.

IV. Action Items

A. Approval of the recommendation for Stephanie O'Keefe 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

MOTION FOR CONSENT ITEM A

Motion: Sonya Kay Blake 2nd: Marisol Espinoza

V. Other Businesses and Announcements

A. The next Full Board meeting will be held on Wednesday, April 22 at 9:30 am at Glendale Community College.

VI. Public Comments: None

VII. Adjournment: 10:01 am



VWDB Executive Committee Meeting Date: Wednesday, April 22, 2026

RECOMMENDED MOTION

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

Approval to extend the Foundation for California Community Colleges contract from June 30, 2026 to June 30, 2027 to support paid Work Based Learning Opportunities for workforce programs

Type of Motion: Extend Contract with Existing Vendor

OVERVIEW:

In prior fiscal years, the Verdugo Workforce Development Board (VWDB) approved entering into a contract with the Foundation for California Community Colleges (FCCC) to administer the payroll associated with paid work-based learning activities for the board's Additional Assistance, National Dislocated Worker, California Adult Education Program (CAEP), and Workforce Innovation and Opportunity Act (WIOA) grants. The FCCC provides the payroll service that processes the participants' timesheets, and generates the electronic payments to them.

The WIOA grant programs have included a paid work-based learning component for adult participants called Transitional Jobs (TJ). Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent and provide an opportunity to develop important workplace skills in a work setting.

Due to the diverse barriers to employment that participants face, the need has increased to provide more paid work-based learning opportunities for participants to gain hands-on experience to successfully transition into permanent employment opportunities.

As the provider of payroll services, FCCC is the employer of record for participants and assumes liability including workers' compensation, performs all necessary human resource functions, and ensures participants are compensated for their work at the employer sites while they complete their assigned hours. They are also responsible for generating paychecks directly to the participants during the transitional jobs period. These jobs can be in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment including but not limited to those who are chronically unemployed or who have an inconsistent work history.

Under the Code of Federal Regulations, General Procurement Standards (2 CFR §200.318(e)), procurement arrangements using strategic sourcing is permitted to ensure efficiency and foster greater cost savings of a procurement process. This regulation allows a workforce board to use a vendor that has already been competitively procured by another workforce board. In previous years, the California Workforce Association (CWA) procured and approved FCCC as a qualifying vendor, which allowed the VWDB to enter into contract with FCCC. Currently, several workforce boards have successfully procured FCCC payroll services. As such, the VWDB is able to adopt the



procurement process of one of these boards to enter into contract with FCCC, as allowed under federal regulation.

On September 24, 2025, the board approved awarding FCCC a new contract for fiscal year 2025-2026 in an amount not to exceed \$50,000 using the existing procurement by another workforce board.

Staff is working on enrolling a new cohort of early childhood education (ECE) students who will start their transitional job training in May and will finish by December 31, 2026. In order to continue serving the clients and not have a stop in service, it is recommended for the board to approve extending the current contract with FCCC from June 30, 2026 to June 30, 2027. The contract amount remains unchanged.

FISCAL IMPACT:

The allocation for FCCC for Fiscal Year 2025-2026 is \$50,000 for various workforce programs such as WIOA Adult, Dislocated Worker, and Helping Justice-Involved Reenter Employment Initiative (HIRED), as well as any other grant funded program where the need is identified for paid workforce-based learning activities.

Approval of the motion will extend the current contract from June 30, 2026 to June 30, 2027. This will allow for the completion of all grant programs and TJ hours.



VWDB Executive Committee Meeting Date: Wednesday, April 22, 2026

RECOMMENDED MOTION

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

Approval of the allocation of \$145,500 to City of Burbank’s Job Connect to provide services in Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2026-2027

Type of Motion: Award of Grant Funds

OVERVIEW:

Job Connect at the City of Burbank’s Public Library currently serves as the affiliate site in Burbank to the Verdugo Jobs Center (VJC) under the Workforce Innovation and Opportunity Act (WIOA). Job Connect provides employment self-services from all Burbank Public Library locations with a primary location at the Burbank Central Library located at 110 N. Glenoaks Blvd, Burbank, 91502. For more intensive or training services, Job Connect staff refers individuals to the VJC for assistance. Job Connect also assists Burbank based businesses that are closing and/or facing significant layoffs, as well as providing recruitment services. The staff from Job Connect attend Burbank specific outreach events, such as chamber events, to ensure the community is aware of our workforce services in the community. The funding to support Job Connect services is subsidized annually from the Verdugo Workforce Development Board (VWDB).

The VWDB works closely with Job Connect staff to implement workforce programs as well as program changes as needed to ensure compliance with WIOA and to make services available to the residents of Burbank.

FISCAL IMPACT:

The VWDB is requesting approval to allocate an amount not to exceed \$145,500 to the City of Burbank’s Job Connect, utilizing WIOA funds from the Adult, Dislocated Worker, and Rapid Response categories.

The allocation for Fiscal Year 2026-2027 will be at the following levels:

WIOA Adult for \$80,000; WIOA Dislocated Worker for \$50,000; and WIOA Rapid Response for \$15,500.

Job Connect allows the board to have a presence in one of our three cities that comprise the Verdugo Consortium and provides valuable workforce services to the residents of Burbank. All their workforce services are listed on their website: <https://burbanklibrary.org/jobconnect>.



Verdugo Workforce Development Board 2026 Meeting Schedule

No January Meeting

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

No May Meeting

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

No August Meeting

September 23, 2026	9:00 9:30	Executive Full Board
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No October Meeting

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