

**VERDUGO WORKFORCE DEVELOPMENT BOARD**  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
**12/4/2024**  
**8:30 a.m. to 9:00 a.m.**

**COMMITTEE MEMBERS PRESENT:** Ara Aslanian, Alexis Carter, Marisol Espinoza

**COMMITTEE MEMBERS ABSENT:** Nick Hacopian

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

**VERDUGO WORKFORCE ADMINISTRATION AND VERDUGO JOBS CENTER STAFF PRESENT:** Lilit Avetikyan, Lily Bondarenko, Armineh Hacopian, Tina Hartyon, Ani Khachikyan, Lori Kurdoghlian, Stella Ratavousian

**CALL TO ORDER:** 8:44 am by Chair Ara Aslanian

**I. Introductions**

- A. Executive Director Judith Velasco welcomed the attendees to the meeting.
  - 1. Ms. Velasco introduced the Verdugo Workforce Administration staff.
  - 2. Verdugo Jobs Center (VJC) manager Melissa Younesian introduced the VJC staff.
  - 3. The Executive Committee expressed appreciation for the work that staff do.

**II. Minutes of September 25, 2024**

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

**III. Action Items**

- A. **Approval to accept additional funds from the Los Angeles County Department of Economic Opportunity for Fiscal Year 2024-2025 in the amount of \$35,600 for Youth@Work Program and to award additional funding to Glendale Youth Alliance in the amount of \$32,929 for a total contract amount of \$462,500 to provide youth employment services**
- B. **Approval to enter into contract with Biocom Institute California in an amount not to exceed \$40,000 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 October 1, 2024 to October 1, 2025**
- C. **Approval to enter into contract with Los Angeles Mission College for Early Childhood Education customized training for employers in an amount not to exceed \$67,560 and for classroom training programs listed in the State of California's Eligible Training Provider List in an amount not to exceed \$62,440, for a total contract amount not to exceed \$130,000 from January 1, 2025 to June 30, 2026**
- D. **Approval of the certification of the comprehensive Verdugo Jobs Center and the affiliate Job Connect in Burbank as required by the Workforce Innovation and Opportunity Act of 2014**
- E. **Approval to Authorize the Release of a Request for Proposal soliciting services to utilize Workforce Innovation and Opportunity Act funding for In-School Youth and Out-of-School Youth, Los Angeles County Youth@Work, Student Training and Employment Program, and other grant youth funds for a three-year period: July 1, 2025 through June 30, 2028**

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**MOTION FOR CONSENT ITEM A-E:**

**Motion:** Alexis Carter

**2<sup>nd</sup>:** Marisol Espinoza

**APPROVED**

**IV. Director's Report**

- A. Ms. Velasco provided a summary of the board retreat.
  - 1. Functions of the Verdugo board, board structure, and board member engagement were discussed at the retreat.
    - a. The rotation of the Executive Committee will commence on July 1<sup>st</sup>. Sonya Kay Blake, Michael Ritterbrown, and Terry Walker will be joining the Executive Committee.
    - b. Currently the VWDB requires additional business and labor members to meet compliance. However, at the retreat, two board members suggested adding Woodbury to the board.
      - i. The Executive Committee analyzed how this addition would affect the board size and agreed not to have a large sized board. The Committee agreed that they would like to remain at 23 members.
        - Ms. Velasco suggested that an advisory board can be written into the bylaws to have a separate group in which Woodbury can be a part of.
  - 2. The Executive Committee expressed appreciation for the location and facilitation of the board retreat.
- B. Ms. Velasco provided an update on A Stronger Workforce for America Act Bill, which is the reauthorization of Workforce Innovation and Opportunity Act.
  - 1. This bill will grant the governor authority to re-designate workforce development areas and limits local control. If the governor thinks there are too many workforce boards in an area like Los Angeles, he could redesignate Verdugo to be under Los Angeles County Workforce Area.
  - 2. Additionally, it dictates that fifty percent of the workforce budget be spent on training.
    - a. Currently the VWDB sets aside 30% of the budget for training without leveraging resources.
  - 3. Deadline for WIOA Reauthorization by the Senate is December 6. A hotline process is being used which sets aside congressional rules to expedite a bill passage

**V. Other Businesses and Announcements:**

- A. The next Executive Committee Meeting will be held on Wednesday, February 12, 2025.

**VI. Public Comments:** None

**VII. Adjournment:** 9:10 am