

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

2/12/2025

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

MEMBERS PRESENT: Ara Aslanian, Sonya Kay Blake, Vicki Brannock, Alexis Carter, Marisol Espinoza, Nick Hacopian, Mary Hamzoian, Pamela Marcello, Iskra Martinez, Michael Ritterbrown, Veronica Romero, Soua Vang, Terry Walker

MEMBERS ABSENT: Greg Astorian, Luiza Balyan, Jose Barba, Onnig Bulanikian, Steve Kaplan, Debbie Kukta, Stephanie O’Keefe

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Monica Casas, Eliza Dzhaneryan, Karine Grigoryan

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

CALL TO ORDER: 9:05 am by Chair Ara Aslanian

I. Introductions

- A. Chair Ara Aslanian welcomed the members of the board and attendees to meeting.
- B. Mr. Aslanian took a moment to acknowledge those affected by the wildfires and the people who lost their homes and jobs.

II. Minutes of September 25, 2025

- A. Minutes presented and reviewed. **MOTION:** Terry Walker 2nd: Marisol Espinoza
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 31, 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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- F. Approval to release the Verdugo Workforce Development Board's Local Workforce Development Plan 2025-2028 for public review and comment
- G. Approval of the submission of the Career Services Application to the Governor of California, California Workforce Development Board, and the State of California Employment Development Department requesting the Verdugo Workforce Development Board to be the America's Job Center of CaliforniaSM Adult and Dislocated Worker Career Services Provider for the Verdugo Workforce Development Area for the period of July 1, 2025 – June 30, 2029
- H. Approval of the submission of the Local Area Subsequent Designation and Local Board Recertification Application to the Governor of California, California Workforce Development Board, and the State of California Employment Development Department requesting the Verdugo Workforce Development Board to be a local workforce area and board for the period of July 1, 2025 – June 30, 2027
- I. Approval to accept \$850,000 of Workforce Innovation and Opportunity Act Governor's Discretionary 25% Additional Assistance Grant to continue implementing a regional biotechnology technician industry-valued credential, and to enter into contract with Los Angeles Mission College for \$123,200, Biocom Institute for \$200,000, Consultant Bloom Strategies Solutions LLC for \$60,000, Communication Consultant for \$12,500 and a Strategic Planning Consultant for \$20,000

MOTION FOR CONSENT ITEM A – I

Motion: Mary Hamzoian **2nd:** Alexis Carter

Abstain: Vicki Brannock

IV. Director's Report

- A. Executive Director Judith Velasco provided an overview of VWDB activities and the required processes and certifications that need to be completed this program year to remain compliant with the Workforce Innovation and Opportunity Act (WIOA). Ms. Velasco also presented a brief summary of the Local Workforce Development Plan (Local Plan).
 - 1. Los Angeles County and Los Angeles City Workforce Development Boards will receive Workforce Innovation and Opportunity Act (WIOA) funds to assist workers who were impacted by the wildfires. The Verdugo Jobs Center (VJC) will co-enroll participants as needed.
 - 2. The VWDB can look forward to adding members to the Executive Committee (two business members and one education member). The next scheduled board retreat for November 12, 2025.
 - a. Two additional business members and two labor representative are needed to meet board composition requirements and remain in compliance with WIOA. Board members are encouraged to reach out to Ms. Velasco if they have any recommendations.
 - 3. This year the VWDB will need to procure an America's Job Center of California (AJCC) Operator, submit a Career Services Provider application and Board Recertification application, and release its Local Workforce Development Plan, all required processes under WIOA.
 - a. Ms. Velasco clarified that most of the data found in the Local Plan is from the 2023 US Census Bureau, which is self-reported data.
 - i. Mary Hamzoian stated that she can provide the actual numbers in the labor force for the City of Burbank since the numbers that appear in the Local Plan pertain to the residents only and does not include all people who work in Burbank regardless of

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- residency. VWDB staff member MaryAnn Pranke explained that the Labor Force as defined by Bureau of Labor Statistics and used by US Census, only refers to residents.
- ii. Sonya Kay Blake stated that it is interesting that the plan does not call for prior metric performances to demonstrate effectiveness. Ms. Velasco confirmed this information and stated that the VWDB must address specific questions as required by the California State Workforce Board.

V. Other Business and Announcements

- A. The next VWDB meeting will be held in person on Wednesday, April 9, 2025.

VI. Public Comments: None

VII. Adjournment: 9:55 am