

# **VERDUGO WORKFORCE DEVELOPMENT BOARD**

## **FULL BOARD MEETING MINUTES**

**9/16/2020**

**8:30 a.m. to 9:30 a.m.**

### **MEMBERS PRESENT:**

Ara Aslanian, Lucy Burghdorf, Onnig Bulanikian, Lee Casady, Jim Darcey, Mary Hamzoian, Steve Kaplan, Gavin Koon, Debbie Kukta, Chris Lenz, Nancy Osipo-Peera, Michael Ritterbrown, Veronica Romero, Teresa Sánchez Cesar Valladares

### **MEMBERS ABSENT:**

John Acosta, Greg Astorian, Marisol Espinoza, Nick Hacopian, BJ McGuire, Julio Ruiz

### **COMMUNITY & OTHER AGENCY REPRESENTATIVES:**

Adriana Garcia (Burbank Workforce Connection), Jennifer Hiramoto (City of Glendale Economic Development), Melanie Bautista and Juan Millan (EDD), Jan Swinton (Glendale Community College)

### **STAFF PRESENT:**

Judith Velasco, Diana Antonio, Tamar Bezjian, MaryAnn Pranke, Melissa Younesian

### **CALL TO ORDER:**

8:32 am by Chair Ara Aslanian via conference call

### **I. Introductions**

- A. VWDB Chair Ara Aslanian welcomed the VWDB to September meeting, he reminded the attendees that they would be muted during the meeting and unmuted during the discussion session.

### **II. Minutes of May 13, 2020**

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Jim Darcey **2<sup>nd</sup>:** Lucy Burghdorf  
Action: APPROVED

### **III. Action Items**

- VWDB Executive Director Judith Velasco reviewed the slate of consent items as follows:
  - a) Approve acceptance of funding from the State of California, Employment Development Department of \$400,000 for employment and supportive services to workers impacted by COVID-19 for the period of April 10, 2020 through March 31, 2022
  - b) Approve contract amendment with Los Angeles Community College District on behalf of Los Angeles Valley College to extend the end date to March 31, 2021 under the Workforce Accelerator Fund Grant
  - c) Approve contract with Copy & Design to include branding and related materials for the BioScience Industry-Valued Credential, in the amount not to exceed \$30,000 for a total contract amount of \$90,000 with a contract end date of December 31, 2021
  - d) Approve contract amendment for the FY 19-20 Foundation for California Community Colleges to add \$25,000 to the contract amount, with an overall revised contract total of \$138,000 to support paid work experience for the board's RIISE program, WIOA-Adult program and DEA 5 program

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- e) Approval to enter into contract with Foundation for California Community Colleges for the Fiscal Year 2020-2021 in an amount not to exceed \$149,750 to support paid work experience for the board's Additional Assistance, National Dislocated Worker, Measure H, California Adult Education Program, and Workforce and Innovation Opportunity Act grants
- f) Approval of Fiscal Year 2020-2021 Slate of Officers for the Verdugo Workforce Development Board
- g) Approval of the Verdugo Workforce Development Board budget for Fiscal Year (FY) 2020-2021
- h) Approval of Allocation of \$125,500 to the Burbank Workforce Connection to Provide Services in the City of Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2020-2021
- i) Approval of Allocation of \$472,390 to Glendale Youth Alliance to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for FY 2020-2021
- j) Approval of acceptance of \$193,300 from Los Angeles County to provide youth employment services and award \$174,918 to Glendale Youth Alliance (GYA) to provide services in FY 2020-2021
- k) Approve contract amendment to the Strong Workforce Program Contract with Glendale Community College and contract amendment with Sol Central, LLC to extend the end dates to June 30, 2021
- l) Approval of Phase II Third Amendment to the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners
- m) Authorize the release of a Request for Proposal soliciting services to utilize Workforce Innovation and Opportunity Act funding for In-School Youth (ISY), Out-of-School Youth (OSY), for the Los Angeles County Youth@Work Program and other youth grant funds from July 1, 2021 through June 30, 2022 with the possibility of extension through June 30, 2025
- n) Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Jennifer Hiramoto 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-N:**

**Motion:** Debbie Kukta

**2<sup>nd</sup>:** Jim Darcey

**APPROVED**

**IV. Director's Report**

- A. Mr. Aslanian acknowledged Lucy Burghdorf and Tom Flavin for their dedication to the VWDB and congratulated them on their retirement.

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**B. Presentation and Discussion:** *Rising Strong: Employment Recovery & Growth in the Verdugo Region*

1. Ms. Velasco facilitated the presentation and discussion.
  - a. Unemployment Insurance statistics were presented.
    - i. Prior to the COVID-19 pandemic, the Verdugo Region had some of the lowest unemployment rates, but currently the unemployment rate is in the double digits.
      - The continual gradual reopening of businesses will help counteract unemployment.
  - b. VWDB staff utilized Economic Tracker to look at the percentage change in the following categories for the Los Angeles County: employment, small business revenue, small business open, job postings, and consumer spending.
    - i. Due to COVID 19, the total business revenue in Los Angeles decreased by 14.8% as of August 2020 as compared to January 2020.
      - The greatest businesses sector affected is Entertainment and Recreation, followed by Transportation.
    - ii. The top occupations with the most job postings are for Registered Nurses, Sales Representatives, and Software Developers.
    - iii. Based on consumer spending trend, the following sectors are expected to grow: Retail, Healthcare, Advanced Manufacturing, Life Science and Biotechnology, Information Communications, and Professional and Business Services.
  - c. The VWDB will continue to develop partnerships and continue to apply for grants to assist the community in its recovery.
2. Discussion:
  - a. Gavin Koon mentioned that the state budget has been greatly affected and that the state is overwhelmed with WARN notices. Two areas which the VWDB should focus on are the payroll and income levels for the upcoming years.

**V. Other Businesses and Announcements**

- A. Mr. Aslanian welcomed Jennifer Hiramoto Deputy Director of Economic Development from the City of Glendale to the VWDB.
- B. Ms. Burghdorf thanked the VWDB for allowing her to serve as a board member. The VWDB members and partners thanked her for her support, collaboration, and partnership.
- C. Ms. Velasco referred the board members to the board packet for further information relating to labor market information and Verdugo Jobs Center (VJC) programs information.
- D. Cesar Valladares referenced the special COVID-19 related grants that the VJC has for participants; these grants cover supportive service costs.

**VI. Public Comments:** None

**VII. Adjournment:** 9:04 am