

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

12/9/2020

8:00 a.m. to 8:30 a.m.

MEMBERS PRESENT: Ara Aslanian, Marisol Espinoza, Jim Darcey, Nick Hacopian, Cesar Valladares

MEMBERS ABSENT: Gavin Koon

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

STAFF PRESENT: Judith Velasco, Diana Antonio, Tamar Bezjian, MaryAnn Pranke, Melissa Younesian

CALL TO ORDER: 8:03 am by Vice Chair Marisol Espinoza via conference call

I. Introductions

- A. The approval of the minutes and action items were deferred until the VWDB Chair Ara Aslanian joined the meeting.

II. Presentation: *Career Services Application 2021 – 2024*

- A. Executive Director Judith Velasco provided an overview of the requirements for seeking authorization for the Verdugo Workforce Development Board (VWDB) to continue providing career services.
1. Local Boards are required to submit an application every four years for approval from the Governor to continue providing career services. Without approval, the VWDB would be required to procure a new provider that would replace the Verdugo Jobs Center (VJC) staff.
 2. The VWDB is required to submit its application by March 1, 2021 to be able to provide services beginning July 1, 2021.
- B. Discussion points to generate input and include in the application:
1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider with the Local Area?
 - a. There is a possibility that there may be cost saving if a competitive bidder can provide services at a lower cost and using a service provider may increase the firewall between VWDB and Operations. This may increase transparency and integrity.
 - i. The Verdugo Jobs Center (VJC) has a high-performance track record that will be difficult for other proposers compete against.
 - ii. The City of Glendale supports indirect costs for IT support, HR services, legal service, etc. This support would be lost and another provider would charge for these costs.
 - iii. The costs incurred from the procurement process will exceed any potential cost savings from a lower-cost bidder.
 - iv. Current VJC personnel will need to be laid off and VWDB will incur costs associated with layoffs.
 - v. A lower cost provider may not have the qualified staff to meet the needs of the VWDB participants. The current VJC employees have already gone through background checks and have been vetted by the City of Glendale.

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- Outside providers are in the business of making money, so their personnel may not be aptly qualified.
- vi. The City of Glendale has direct access to financial information which facilitate monitoring of entries into the system. Internal controls limit handling of negotiable items and access to Munis system by staff.
- vii. There is a distinct separation between administrative staff and operations staff to ensure a firewall between VWDB and career services.
- 2. Question 2: How would participants be better served by the Local Board or administrative entity acting in this role rather than undergoing a competitive process?
 - a. There would be no disruption in services to participants that are currently being served. A new provider would require a transfer of caseloads from current staff to new staff which would disrupt services.
 - b. The VWDB has had a previous negative experience in using a different provider for youth services. The previous provider did not set up their services quickly enough in Glendale nor were they able to establish partnerships to assist in the recruitment of participant. Their contract was terminated due to lack of performance.
 - c. The VJC has experience with special populations that other service providers do not serve such as participants with intellectual disabilities.
 - d. Business services have been developed based on long-standing relationships with local employers.
 - e. Partnerships have been developed over many years that result in co-enrollments and integration of workforce and education systems.
- 3. Other Considerations:
 - a. Include the ratio of case manager to the current population served in the region of Burbank, Glendale, and La Cañada Flintridge.
- C. Next steps:
 - 1. Executive Committee additional input will be incorporated into application.
 - 2. The VWDB Executive Committee will review and approve the final version of the application during the January 12, 2021 meeting.
 - 3. A presentation on the Career Services Application will be conducted at the Full Board meeting on February 10, 2021.
 - 4. The application will be submitted to the State by March 1, 2021. It will be submitted to the Glendale City Council for Chief Elected Official signature on March 2, 2021 and it will be submitted to the State with the final authorization signature the following day.

III. Minutes of November 04, 2020

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Jim Darcey **2nd:** Marisol Espinoza
Action: APPROVED

IV. Action Items

- Ms. Judith Velasco reviewed the slate of consent items as follows:
 - a) **Approve award of \$21,440 to the American Federation of Musicians (AFM) Local 47 to implement a training program for musicians who have been dislocated as a result of the COVID-19 and Safer at Home Order**
 - a. Ms. Velasco clarified that this is a pilot program that the AFM Local 47 will be implementing; depending on the success of the program additional funding will be added to this contract. Ms. Velasco is in communication with other labor organizations to

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discuss what other programs can be implemented to assist workers who have been dislocated due to COVID-19.

- b) **Approve acceptance of funding from the Los Angeles County Department of Workforce Development, Aging, and Community Services of \$99,000 in Measure H funds to provide work experience for clients**

MOTION FOR CONSENT ITEM A - B:

Motion: Jim Darcey

2nd: Nick Hacopian

APPROVED

V. Other Businesses and Announcements:

- A. Ms. Velasco announced that board member Cesar Valladares will no longer be serving as a board member of the VWDB because he will be transferring to another region. The Executive committed expressed many thanks to Mr. Valladares for his valued work and partnership.
- B. Mr. Aslanian thanked the VWDB administration and Verdugo Jobs Center staff for their hard work this year.

VI. Public Comments: None

VII. Adjournment: 8:50 am