

VERDUGO WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING MINUTES

2/10/2021

8:30 a.m. to 9:15 a.m.

MEMBERS PRESENT: Ara Aslanian, Lee Casady, Jim Darcey, Marisol Espinoza, Nick Hacopian, Jennifer Hiramoto, Steve Kaplan, Gavin Koon, Debbie Kukta, Pamela Marcello, Nancy Osipo-Peera, Michael Ritterbrown, Veronica Romero, Teresa Sánchez, Cesar Valladares

MEMBERS ABSENT: Greg Astorian, Onnig Bulanikian, Mary Hamzoian, Chris Lenz, BJ McGuire, Julio Ruiz

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Stephanie O’Keefe (AFM Local 47), Adriana Garcia (Burbank Workforce Connection), Erika De Leon (City of Burbank), Melanie Bautista and Juan Millan (Employment Development Department), Eliza Dzhanyan and Karine Grigoryan (Glendale Youth Alliance)

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

CALL TO ORDER: 8:32 am by Chair Ara Aslanian via WebEx

I. Introductions

- A. VWDB Chair Ara Aslanian welcomed the VWDB to the February meeting. He reminded the attendees that they would be muted during the meeting.
- B. Mr. Aslanian welcomed and introduced new board member Pamela Marcello, Senior Director, Government and Public Affairs at Hollywood Burbank Airport. He also introduced Stephanie O’Keefe newly elected president of AFM Local 47 whose appointment to the VWDB will be presented at the March Executive meeting.
- C. Mr. Aslanian announced Jennifer Hiramoto and Cesar Valladares’ resignation from the VWDB and thanked them for their service as board members. Both members have accepted new positions or responsibilities outside of the Verdugo region.
 1. He praised Ms. Hiramoto’s accomplishments in assisting the City of Glendale with the Glendale Tech Initiative and Glendale Tech Week.
 2. He also acknowledged and thanked Mr. Valladares’ for his participation in various VWDB board activities including his active role on the Executive Committee.

II. Minutes of November 04, 2020

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Gavin Koon **2nd:** Nancy Osipo-Peera
Action: APPROVED

III. Action Items

- VWDB Executive Director Judith Velasco reviewed the slate of consent items as follows:
 - a) Approve award of \$21,440 to the American Federation of Musicians 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
 - b) Approve acceptance of funding from the Los Angeles County Department of Workforce

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
2/10/2021
8:30 a.m. to 9:15 a.m.

Development, Aging, and Community Services of \$99,000 in Measure H funds to provide work experience for clients

- c) Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Pamela Marcello 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
- d) Approve acceptance of funding from the City of Glendale of \$1,315,000 for the LIFERAP program which provides housing and employment assistance to low income families and to award Glendale Youth Alliance \$201,620 to provide case management services for a 2-year period, January 1, 2021 through January 1, 2023
- e) Approve the acceptance of \$31,055 of Workforce Innovation and Opportunity Act from the Foothill Workforce Development Board to implement goals under the Slingshot 3.0 regional grant
- f) Approve the acceptance of \$650,000 of Workforce Innovation and Opportunity Act, Additional Assistance grant to continue implementing a regional biotechnology technician industry-valued credential and Approve Contracts with Los Angeles Valley College for \$80,000, Glendale Community College for \$120,000 and Copy & Design for \$20,000 for a total amount not to exceed \$240,000
- g) Approve the submission of the Career Services Application to the Governor of California 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
- h) Approve the Verdugo Workforce Development Board's Conflict of Interest Policy

MOTION FOR CONSENT ITEM A-H:

Motion: Nick Hacopian

2nd: Pamela Marcello

APPROVED

IV. Director's Report

A. Presentation and Discussion: *Career Services Application and WIOA Requirements*

- 1. Ms. Velasco facilitated the presentation on the Career Services Application and various WIOA requirements the VWDB must fulfill.
 - a. The Board identified two factors to consider in the decision to reapply as the Career Services Provider:
 - i. The potential for cost savings if an outside provider was procured.
 - After reviewing five facts, the Executive Committee determined that it would not be a cost saving strategy to procure a new Career Services Provider.
 - ii. The potential for an increase in the firewall that is required between the Board and Operations. By increasing the firewall, this could potential increase transparency, and perhaps, integrity.

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
2/10/2021
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- Following the review of current firewalls and separation of duties implemented by the City of Glendale as the administrative entity, the Executive Committee determined that some of the direct access and oversight would be lost with an external provider, supporting the application to continue as the Career Services Provider.
- b. The VWDB also analyzed how participants would be better served by the Local board as opposed to procuring another provider.
 - i. The VWDB's track record shows a history of performance excellence focusing on services to special populations, serving individuals with intellectual disabilities, and having strong partnerships that integrate workforce and education.
- c. Ms. Velasco thanked the labor members for submitting Letters of Support. These letters, along with other attachments, will be submitted with the Career Services Application to the State by March 1, 2021.
- d. Ms. Velasco shared that there are other various federal requirements in which the VWDB needs to comply with, such as the Local Plan 2021-2021, AJCC and Affiliate Certification, and Local Area Subsequent Designation and Local Board Certification.
 - i. All of these items are due in March or April and will be brought to the Board for discussion and approval. The VWDB received draft guidelines for these requirements; however, once the guidelines were finalized the due dates were not revised.
 - Gavin Koon noted that requirements have increased and become more complex throughout the years and requested that the VWDB be informed if any volunteers are needed to assist with any of the applications.
- 2. Ms. Velasco mentioned that VWDB staff is present during the board meetings to answer any questions relating to the reports in the board packet.

V. Other Businesses and Announcements

- A. Ms. Velasco announced that in the upcoming week, the County of Los Angeles Board of Supervisors will be emailing the board members notification of the annual Form 700 filing.
- B. The board thanked Ms. Hiramoto and Mr. Valladares for their work and contributions to the VWDB.

VI. Public Comments: None

VII. Adjournment: 9:12 am