

EXHIBIT 2

**Local Area Subsequent Designation and
Local Board Recertification
Application for Program Year 2021-23**

Local Workforce Development Area

Verdugo Workforce Development Board

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages, and attach a roster of the current Local Board which identifies each member's respective membership category.

Business – A majority of the members must be representatives of businesses in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after their name.

Name	Title	Entity	Appointment Date	Term End Date
1. Ara Aslanian - CHAIR	President	Inversellogic, Inc.	5/16/2019	5/16/2022
2. Greg Astorian	Sr. Vice President	Re/Max Tri-City Realty	6/21/2019	6/21/2022
3. James Darcey	General Partner/Owner	Copy Central	6/29/2019	6/29/2022
4. Marisol Espinoza	Public Affairs Manager	Southern California Gas Company	7/9/2018	7/9/2021
5. Nicholas Hacopian	President	Glen West Management Co.	6/29/2019	6/29/2022
6. Debbie Kukta	President	KO Properties, Inc.	6/29/2019	6/29/2022
7. Pamela Marcello	Sr. Director, Government & Public Affairs	Hollywood Burbank Airport	2/04/2021	2/04/2024
8. BJ McGuire	Director, Human Resources	The Walt Disney Company	6/10/2017	6/10/2023
9. Veronica Romero	Manager, Client Services	PacFed Benefits Administrators	2/3/2019	2/3/2022
10. Julio Ruiz	Owner	Liquid Sky Sports	6/20/2017	6/20/2023

Labor – Not less than 20 percent of the members must be representatives of workforce within the Local Area who must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and may include (iii) representatives of community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a local area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any local board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the local area.

Name	Title	Entity	Appointment Date	Term End Date
1. Lee Casady	Vice President	International Alliance of Theatrical Stage Employees Local 33	7/25/2018	7/25/2021
2. Steve Kaplan	Field Representative	The Animation Guild Local 839 IATSE	6/19/2019	6/19/2022
3. Gavin Koon	Business Representative	Operating Engineers, Local 501	9/29/2017	9/29/2023
4. Teresa Sánchez	Business Representative	AFSCME District 36	4/9/2019	4/9/2022
5. Stephanie O’Keefe	President	American Federation of Musicians Local 47	PENDING	PENDING

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who must include (i) a representative of eligible providers administering WIOA Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Michael Ritterbrown ¹	Vice President, Instructional Services	Glendale Community College	7/31/2018	7/31/2021

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who must include (i) a representative of economic and community development entities; (ii) a representative from the state employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation,

¹ Michael Ritterbrown serves a dual role representing Adult Education & Literacy as well as Higher Education. Glendale Community College serves as the Adult School in Glendale.

housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the local CEO in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Onnig Bulanikian	Director	City of Glendale, Community Services & Parks	1/12/2017	1/20/2023
2. Mary Hamzoian	Manager	City of Burbank, Economic Development	2/28/2019	2/27/2022
3. Nancy Osipo-Peera	Supervisor	Department of Rehabilitation	7/30/2019	7/30/2022
4. Tamar Sadd	Sr. Administrative Officer	City of Glendale, Community Development	PENDING	PENDING

- Please note that due to Employment Development Department (EDD) staffing changes, an EDD representative will be named in late March 2021.

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having met 80 percent of their negotiated performance goals in PY 2018-19 or PY 2019-20 for the following indicators:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

PY 2018 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	68%	64.9%	73.0%	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$6,234	\$8,286	BASELINE	Median Earnings

PY 2019 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	72.7%	70.9%	82.1%	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$6,156	\$11,722	BASELINE	Median Earnings

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 18-19 or PY 19-20:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation ☒

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

- ✚ The VWDB's, Executive Director, Judith Velasco participates on all scheduled Los Angeles Basin Regional meetings. If Ms. Velasco cannot participate, a Verdugo staff participates on behalf of the organization. Previously, the VWDB has hosted regional meetings at their AJCC location and provided support by taking minutes for the meeting and organizing all meeting logistics.
- ✚ The VWDB is the lead board to coordinate the Communication Strategy on behalf of the Los Angeles Basin Regional Planning Unit (LABRPU). This includes managing the procurement process for selecting a communication consultant to work with all boards and ensure a consistent and effective messaging for the region. Responsibilities include, but not limited to, identifying the appropriate marketing tools to ensure the region's promotion of regional workforce development activities to all stakeholders. Currently the VWDB is managing the regional website: <https://www.labwn.com>
- ✚ The VWDB is currently supporting the Regional Plan by inviting our local stakeholders to participate in meaningful discussions as well as providing needed information to incorporate in the plan. Issues that pertain to the Regional Plan were discussed in the public meetings to prepare the Local Workforce Development Plan, including: the impact of the COVID-19 pandemic on businesses and AJCC customer, participant and business needs as a result of the pandemic and Shelter in Place Executive Order, workforce development system redesign in response to the pandemic and partner coordination. Minutes and the summary of attendees was submitted to the LABRPU Regional Coordinator to include in the Regional Plan.
- ✚ The VWDB staff provided any support to regional grants including not limited to P2E and Slingshot 2.0, 3.0 and 4.0. For the P2E grant, VWDB staff reviewed the grant application and wrote sections of the grant and revised other sections accordingly, in the spirit of regional collaboration and investment in regional success.
- ✚ The VWDB has participated and referred clients to regional grant initiatives such as the regional apprenticeship programs called "Aeroflex" that allows for manufacturing and aerospace companies to participate in identifying local talent that can help them with their job needs.
- ✚ The VWDB, Executive Committee Members, attended a special Board Member regional meeting that included board members from all seven boards that comprise LABRPU. The purpose of the meeting was to discuss and engage in common workforce issues across all boards in implementing WIOA and serving priority populations.
- ✚ The VWDB submitted the Slingshot 2.0 grant proposal on behalf of the region to implement strategic co-enrollment across the region. Through our successful Verdugo Computer Numerical Control (CNC) Machinist Academy for students with intellectual

disabilities, founded in Glendale in 2015, Verdugo has a proven co-enrollment strategy. This model was shared with the other six local boards and used as the foundation for developing a strategic co-enrollment process for the region. This process allows for co-enrollment and co-case management, implementing WSD 19-09, across local boards. As contributors to WSD 19-09, Verdugo provided the technical assistance and let the project to design and pilot the strategic co-enrollment process across all seven boards. To date, all seven boards have piloted the co-enrollment system with at least one co-enrollment with another board. This system will be fully implemented to facilitate the co-enrollment of participants in any career pathway or apprenticeship in the LABRPU. This co-enrollment will maximize the opportunities available for participants to gain the technical skills they need to earn competitive wage and achieve economic equity.

Local Area Assurances

Through PY 21-23, the Local Area assures:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and State regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD19-05, *Monthly and Quarterly Financial Reporting Requirements*, (December 4, 2019).
- All closeout reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirement*, (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of the *California Unemployment Insurance Code Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
 - The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Board will select the America's Job Center of CaliforniaSM operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).