

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

3/10/2021

8:00 a.m. to 8:20 a.m.

MEMBERS PRESENT: Ara Aslanian, Jim Darcey, Marisol Espinoza, Gavin Koon, Nick Hacopian,

MEMBERS ABSENT: None

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

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

CALL TO ORDER: 8:05 am by Chair Ara Aslanian via WebEx

I. Introductions

A. Chair Ara Aslanian welcomed the Executive Committee.

II. Minutes of February 10, 2021

A. Quorum confirmed.

B. Minutes presented and reviewed.
Action: APPROVED

MOTION: Jim Darcey

2nd: Gavin Koon

III. Director's Report

A. Executive Director Judith Velasco provided updates via a presentation on the federal requirements that the VWDB is working on to complete.

1. Career Services Application (CSA)

a. The CSA was approved during the VWDB's February meeting and approved by the City Council on March 3rd. The Mayor's signature is pending to resubmit the CSA to the State with both the VWDB Chair and City of Glendale Mayor signature.

2. Local Workforce Development Plan 2021 – 2024

a. The VWDB will be sending out the Local Plan today to all board members, community partners, and interested parties to review and provide comments. The draft document will be available for review and comment from March 10, 2021 – April 9, 2021.

b. The Local Plan is a profile of the Verdugo Community, economic landscape and an analysis on the impact of the pandemic on the Verdugo tri-city community. It also describes the VWDB and Verdugo Jobs Center's services, and its coordination with partners. The plan was written to address specific questions from the State as opposed to a traditional strategic plan.

c. A Legal Notice regarding the Local Plan will be posted in the following newspapers: Burbank Leader, Glendale News-Press, and La Cañada Outlook Valley Sun.

3. Regional Plan 2021 – 2024

a. The Draft Regional Plan will be provided for review and comments in the upcoming days. This plan focuses on an analytical overview, regional indicators, and alignment, coordination, and integration of programs and services in the Los Angeles Basin Region.

4. Local Board Recertification

a. The Local Board Recertification Application addresses membership, performance, fiscal integrity, and VWDB's engagement in regional planning.

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- b. This application will be signed by both the VWDB Chair, as well as the Mayor once City Council approves it.
- 5. AJCC Certification and Affiliate Certification
 - a. The deadline submission for certification of the VJC and Burbank Workforce Connection (BWC) has been extended to November 1, 2021. The Certification Team has begun their evaluation and plan on continuing their work. They plan on submitting the Certification as soon as they complete the process which will be much earlier than the November deadline.
- B. Board member Gavin Koon mentioned that the VWDB needs to be mindful about the public comments because there has been pushback on many measures.

IV. Action Items

- Executive Director Judith Velasco reviewed the action items as follows:
- A. **Approval of the release of the VWDB's Local Workforce Development Plan 2021-2024 and the Los Angeles Basin Regional Planning Unit's Regional Workforce Development Plan 2021-2024 for public review and comment**
- B. **Approval of the submission of the Verdugo Workforce Development Board's application for Local Area Subsequent Designation and Local Board Recertification to the Governor, California State Workforce Board, and the State of California Employment Development Department for the period of July 1, 2021- June 30, 2023**
- C. **Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) for Stephanie O'Keefe 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**
 - 1. Ms. Velasco clarified that all board member appointments need to be ratified by the three cities of the Burbank, Glendale, and La Cañada Flintridge. Because the AVCJPA includes the city council members of Burbank, Glendale, and La Cañada Flintridge this committee is able to ratify Verdugo board members.
- D. **Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Tamar Sadd 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 - D:

Motion: Gavin Koon

2nd: Marisol Espinoza

APPROVED

V. Other Businesses and Announcements: None

VI. Public Comments: None

VII. Adjournment: 8:20 am