

# **VERDUGO WORKFORCE DEVELOPMENT BOARD**

## **FULL BOARD MEETING MINUTES**

**4/13/2022**

**8:30 a.m. to 9:00 a.m.**

**MEMBERS PRESENT:** Ara Aslanian, Onnig Bulanikian, Lee Casady, Nick Hacopian, Mary Hamzoian, Steve Kaplan, Gavin Koon, Debbie Kukta, Pamela Marcello, Stephanie O'Keefe, Nancy Osipo-Peera, Michael Ritterbrown, Tamar Sadd, Teresa Sánchez, Terry Walker

**MEMBERS ABSENT:** Greg Astorian, Marisol Espinoza, Veronica Romero, Julio Ruiz

**COMMUNITY & OTHER AGENCY REPRESENTATIVES:** Elizabeth Goldman (City of Burbank Library), Soua Vang (City of Glendale Economic Development), Melanie Bautista (Employment Development Department), Karine Grigoryan (Glendale Youth Alliance)

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

**CALL TO ORDER:** 8:33 am by Chair Ara Aslanian via WebEx

### **I. Introductions**

- A. VWDB Chair Ara Aslanian welcomed the VWDB and other attendees to the meeting.
- B. Mr. Aslanian welcomed Soua Vang to her first meeting. Ms. Vang is the new Deputy Director for City of Glendale Economic Development Department. Mr. Aslanian also thanked Tamar Sadd for her participation in the VWDB meetings and representing the City of Glendale Economic Development Department while the position of Deputy Director was being filled.
  - 1. Ms. Vang introduced herself and expressed excitement in collaborating with the VWDB.

### **II. Minutes of February 09, 2022**

- A. VWDB Administration called the roll to confirm attendance. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Steve Kaplan 2<sup>nd</sup>: Pamela Marcello  
Action: APPROVED

### **III. Action Items**

- A. **Approval of contract amendment to the BioPharma Additional Assistance Contract with Los Angeles Mission College extending the contract end date from March 31, 2022 to September 30, 2022**
- B. **Approval of FY 21-22 Workforce Innovation and Opportunity Act (WIOA) Out-of-School (OSY) contract amendment with Glendale Youth Alliance (GYA) extending contract end date from June 30, 2022 to March 31, 2023**
- C. **Approval of contract amendment to increase the LIFERAP award to Glendale Youth Alliance to \$275,052 to provide case management services for 65 households during a two-year period, March 1, 2021 through January 1, 2023**
- D. **Approval of contract amendment with American Federation of Musicians Local 47 extending the contract end date from March 31, 2022 to June 30, 2023**
- E. **Approval of the authorization of sole source funding and contract award with Copy &**

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**Design for communication services from July 1, 2022 through June 30, 2025 with the option of an extension through June 30, 2026**

- F. Approval of the authorization of sole source funding and contract award with Glendale Youth Alliance for One-Stop Operator services from July 1, 2022 through June 30, 2025 with the option of an extension through June 30, 2026**
- G. Approval of the authorization of sole source funding award and enter into contract with Glendale Youth Alliance for youth provider services from July 1, 2022 through June 30, 2025 with the option of an extension through June 30, 2026**
- H. Approval of acceptance of Student Training and Employment Program funds of \$450,000 from the California Department of Rehabilitation and to Award Funds of \$216,618 to Glendale Youth Alliance and \$13,600 to Glendale Community College's Professional Development Center**
- I. Approval of allocation of \$135,500 to the Burbank Employment Connection to provide Services in the City of Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2022-2023**
- J. Approval of the recommendation for Soua Vang 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-H:**

**Motion:** Michael Ritterbrown

**2<sup>nd</sup>:** Debbie Kukta

**APPROVED**

### **IV. Director's Report**

#### **A. Presentation:**

- 1. VWDB Executive Director Judith Velasco conducted a presentation that provided further updates on the BioScience Program and Board Bylaws.
  - a. On March 7, 2022 a ribbon cutting ceremony was held at Grifols Biologicals for the Biocom Institute Technician Certification (BioTC).
    - i. As of November 18, 2021, 28 students have registered for the assessment. Of these 23 completed the assessment with 18 students earning the credential, and 13 have been hired.
      - The next assessments will occur on April 29, May 20, and June 17.
    - ii. As part of the launch, a Business Forum, presented by Wille Zuniga, President of Grifols, and Ms. Velasco, was held on April 6<sup>th</sup> to promote the credential and the candidates. In attendance were prominent bioscience companies: Amgen, Gilead, Prolacta, Provivi, Takeda, and Thermo Fisher Scientific.
  - b. Ms. Velasco shared that the Bylaws continue to be under review with legal counsel.
    - i. Based on the survey that was conducted during the previous board meeting, it was decided that the full board will meet at a minimum of three times a year and the Executive Committee will have a minimum of eight meetings annually. Virtual meetings as well as outside meetings will be allowed, in accordance with the Workforce Innovation and Opportunity Act (WIOA) and the Brown Act.
    - ii. A section was added to show that the VWDB is in compliance with the American with Disabilities Act, as well as adding sunshine provisions required by Code of

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Federal Regulations, the Workforce Innovation and Opportunity Act, and the Brown Act.

2. Discussion

- a. Mr. Aslanian commented that the BioTC is an impressive initiative and hopefully the VWDB can work on similar initiatives for other industries and sectors.
    - i. Ms. Velasco added that the goal is to increase the VWDB's credibility as an organization in meeting the needs of business.
  - b. Ms. Velasco clarified that students can retake the assessment up to two times, but before they can retake the assessment, they will receive assistance from the instructors.
  - c. The board congratulated the VWDB administration for its accomplishments with the BioScience project.
- B. Ms. Velasco encouraged the board members to review the following reports that were included in the board packet: Fiscal Report, Labor Market Information, Program Report, One-Stop Operator Report, and Youth Operator Report.

**V. Public Comments:** None

**VI. Other Businesses and Announcements**

- A. The next VWDB Full Board meeting will be held on Wednesday, June 8<sup>th</sup> at 9:00 am.

**VII. Adjournment:** 9:08 am